Shareholder Executive
HM Government

Homes & Communities Agency

The Register of Surplus Public Sector Land

User Manual

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Change History

Version	***Author***	***Date***	***Purpose***
1.0	Adam Flanigan	04th May 2005	First Edition
1.1	Chris Statham	4th October 2005	Updated to reflect release dated 30th Sept covering mapping enhancements
1.2	D. McClare	12th March 2009	Updated to reflect new screens and EP name change to HCA.
1.3	Kirk Howe	20th April 2011	Updated to reflect the integration of the Register into e-PIMS

SECTION 1 - Background

1.1 The Register of Surplus Public Sector Land

The Homes and Communities Agency maintains The Register of Surplus Public Sector land on behalf of the Department of Communities and Local Government and HM Treasury and in collaboration with other government departments, their sponsored bodies and other public sector organisations.

To date, the Register has provided a single reference point for all participating public sector organisations on the available national supply of surplus land and helps to ensure that wider government objectives, including housing needs and regional economic and housing strategies, are factored into land disposal decisions.

A wide cross-section of public sector organisations has supplied information to the Register including Ministry of Defence, British Railways Board (Residuary) Ltd., Department of Health, The Highways Agency and The Coal Authority. Once the disposing agency has provided details of the site for inclusion on the Register, there is a 40 working-day window for public sector agencies and departments to identify new uses for this land. If the sites can be used beneficially elsewhere in the public sector, they may be transferred at market value and then be brought back into beneficial use.

Early in 2011, it was decided that the Register of Surplus Public Sector Land would be integrated into the core e-PIMS database. This is in response to the Housing Minister Grant Shapps' request to simplify government information relating to land and property and to make it more transparent.

This initiative was agreed at the DCLG-led Inter-Departmental Working Group meeting and the e-PIMS steering group. It was taken forward by the Homes and Communities Agency (HCA) in conjunction with the e-PIMS team which is now part of the Government Property Unit (GPU).

The integration will make it easier to search for and identify all types of land and property, including that declared surplus, and enable users to analyse related data in a seamless environment. It will also make adding existing e-PIMS records to the Register easier.

The capability exists for e-PIMS users from any sector to set records as being 'On the Register'. Whilst this capability exists, the mandation to use the Register only applies to certain parts of the Central Government estate.

1.2 Access

The GSI version of the Register is available at:

http://www.ePIMS.ogc.gsi.gov.uk

There is also a secure Internet version of the Register available for users without access to the GSI at:

https://www.ePIMS.ogc.gov.uk

In order to gain access to the Register, users must now be registered as users of the e-PIMS property database. However, if you already have either an existing Register account or an e-PIMS account, no action is required.

New users must register with e-PIMS prior to being able to access the Register. Section 2 of the accompanying e-PIMS User Manual provides details about how this process works.

A sophisticated privilege matrix gives organisations considerable flexibility when allocating responsibilities to users.

There are three types of user account available;

Super User – has view, amend and creation rights to all records.

Departmental User – has view rights to all records and amend and creation rights to all records covered by their Property Centre (Department).

General User – has view rights to all records, but cannot amend or maintain any records.

All Register users will now also be able to view high-level information about all records held on e-PIMS, subject to their user permissions. Further details about this functionality are included in Section 7.

SECTION 2 – My e-PIMS

2.1 My e-PIMS Overview

My e-PIMS is accessed via the left hand navigation.

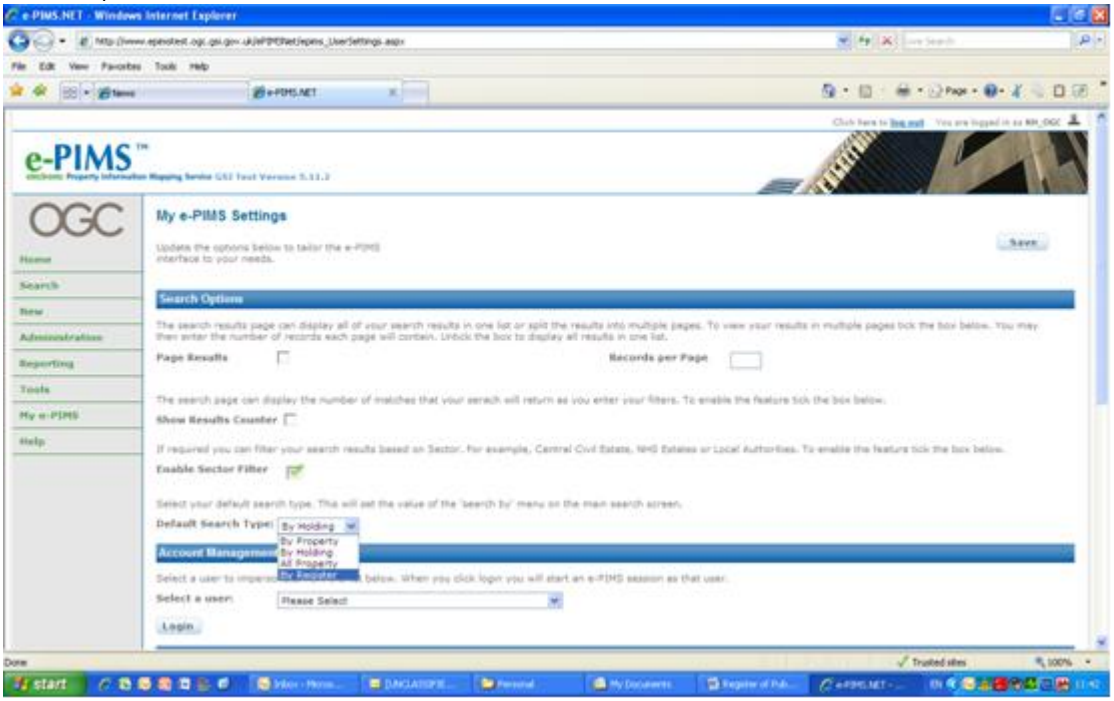
Section 3 of the accompanying e-PIMS User Manual provides full details about My e-PIMS, which holds information about your account activity and allows you to customise your settings. My e-PIMS consists of eight areas:

- About: contains an overview of your user account information;
- Holdings: displays Holdings associated with your user account;
- Settings: customises the search, display, task and default options;
- Staging Area: displays Property, Holdings, Buildings and Occupations held as Staging Records;
- SLA Validation: summarises any data errors relating to the e-PIMS Service Level Agreement;
- Data Validation: summarises any data errors;
- Saved Reports: provides a shortcut to your saved reports in e-PIMS reporting; and
- Register – Position; provides key metrics about the Register of Surplus Public Sector Land.

2.2 Settings – By Register

Under the Settings area, you can customise the Default Search Type under 'Search Options' to show only those records that are 'On the Register', i.e. within or outside the 40 Working Day Window.

To do this, you should select **By Register** from the drop-down filter and save that setting by clicking on the **Save** button in the top right hand corner of the screen, as shown below.



After selecting and saving the **By Register** filter, you will only be able to view records that are 'On the Register', i.e. within or outside the 40 Working Day Window. Such records will always be set as 'Non-Core – Surplus' in terms of the Core/Non-Core status of that record.

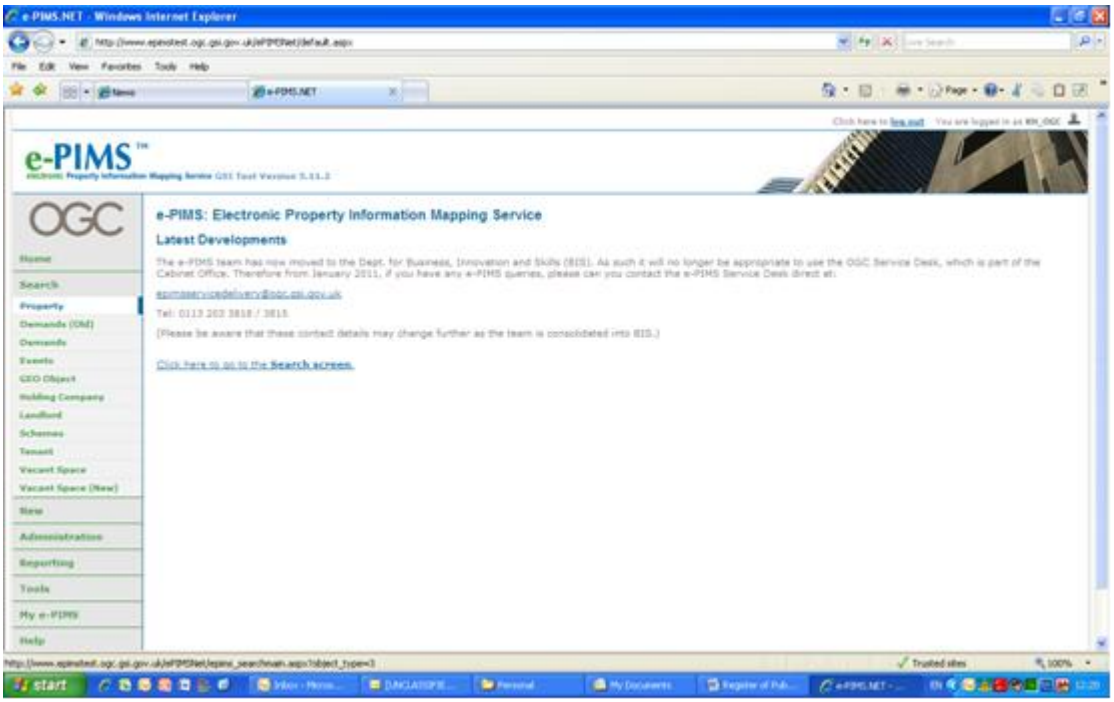
If you are primarily a user who will be mainly using e-PIMS to add records to the Register, then we recommend that you do not change your Default Search Type to **By Register** as it needs to be set to **By Holding**. You can still search by different types without changing the Default Search Type. This is covered in Section 3.

Sections 3 & 4 of the accompanying e-PIMS User Manual provides full details about the data structure within e-PIMS.

SECTION 3 – Searching the Register

3.1 Search Facilities

All search facilities in e-PIMS, including the Register, are accessed via the left hand navigation. Clicking **Search** will expand the menu displaying all the available search facilities.



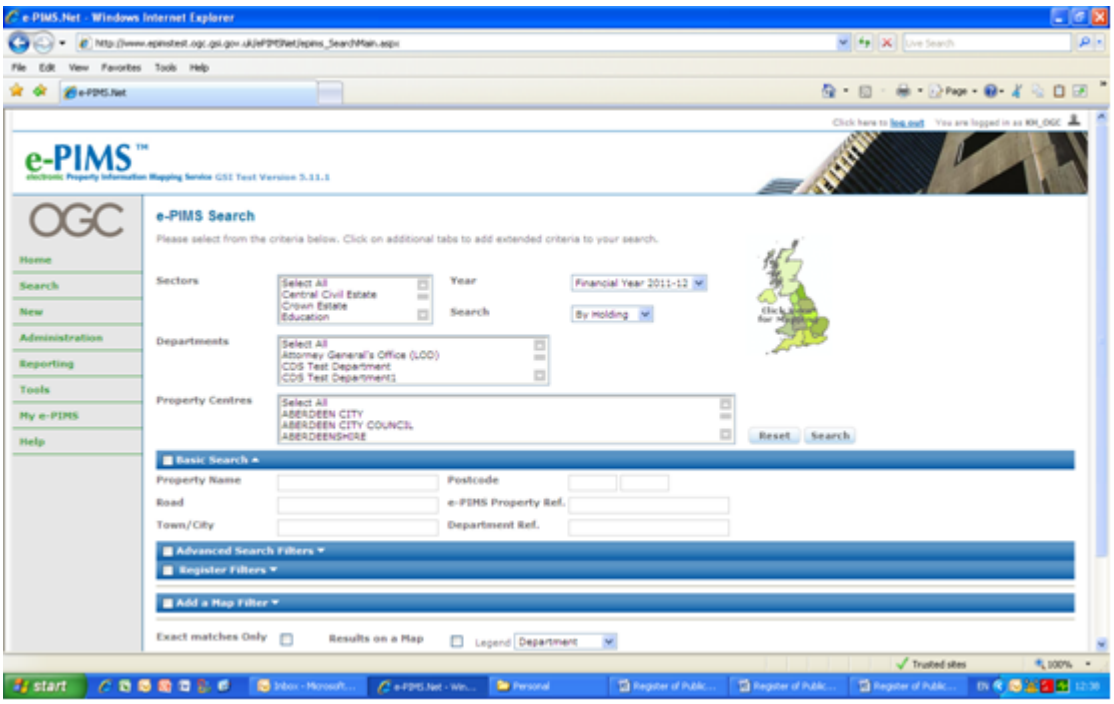
3.2 Search – By Register

In order to search for records that are 'On the Register', i.e. within or outside the 40 Working Day Window, it is necessary to carry out a **Property Search**. It should be noted that in e-PIMS language, the term property is used to mean both land and/or buildings.

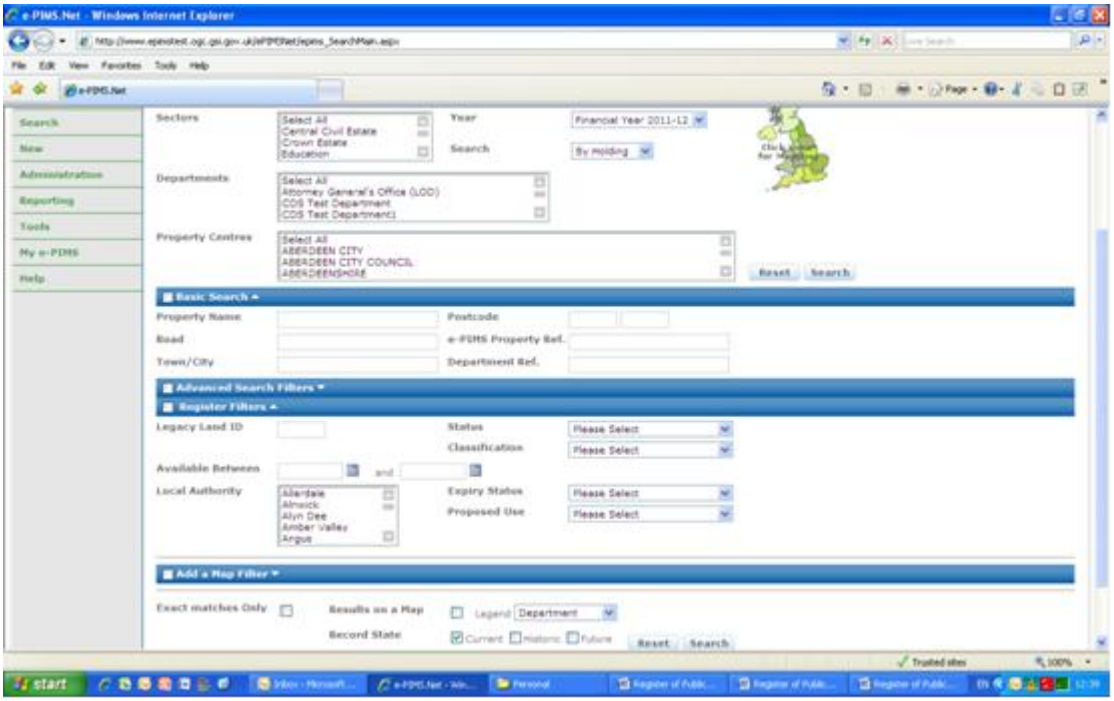
A **Property Search** can be carried out using one or a combination of the filters under any of the following:

- The basic search filters;
- The advanced search filters; and
- The Register search filters.

The default search screen in e-PIMS is shown below.



As part of the Register integration, a set of additional filters have been added that apply to current Register records. These **Register Filters** allow users to search using most of the same criteria that existed previously before the Register Integration process – see below.



3.3 Search Criteria

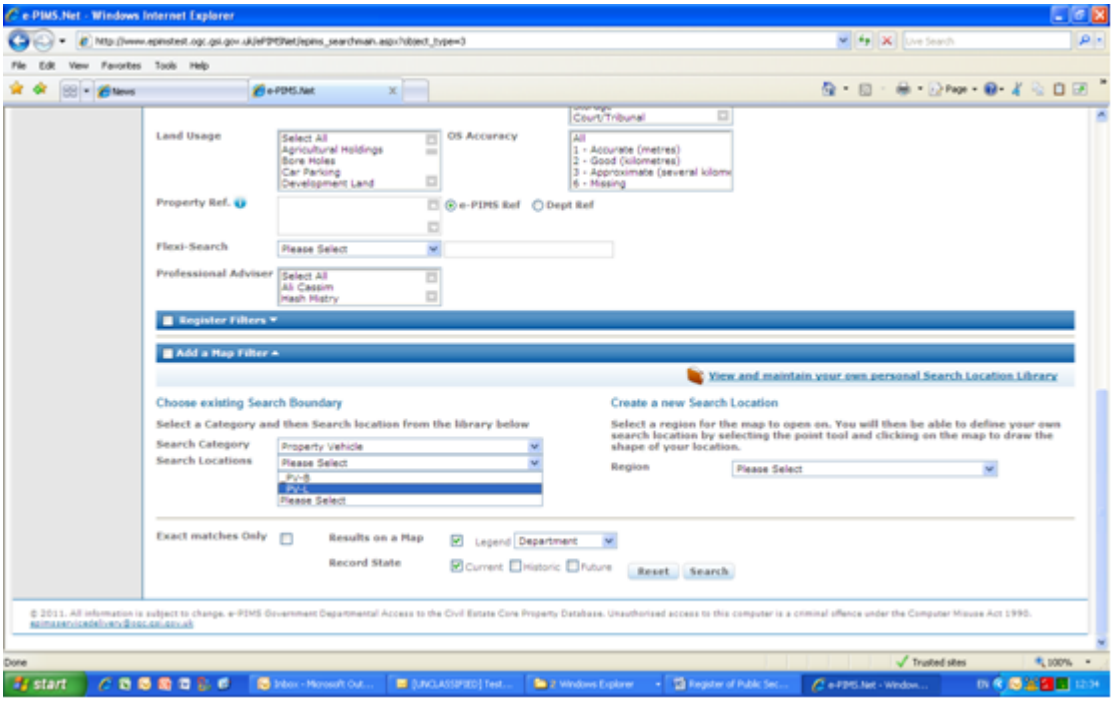
To search for a Register record, search criteria must be entered in at least one of the search fields or by selecting or defining a specific location using the 'Add a Map Filter'. All search fields are non-case sensitive; this is a common feature on all search fields throughout e-PIMS.

Section 9.2 of the accompanying e-PIMS User Manual provides details about the basic property and advanced search capabilities. It also provides details about how to 'Add a Map Filter'. This will enable you to select the search geography from a selection of pre-built filters or to define one yourself.

It should be noted that the **Advanced Search** capabilities have been enhanced during the Register integration process. This means that it is also now possible to carry out a search by the Core/Non-Core Status of a record. This allows users to search for all records, including Register records, by their status.

All current Register records will have their Core/Non-Core status set to 'Non-Core – Surplus'. Records that have been 'On the Register' but that have since had their Core/Non-Core status set to anything other than 'Non-Core – Surplus' will not show as being 'On the Register'.

As with the Register before integration, there is the ability to display the search results either in a textual format or on a map. To do this, you need to place a tick in this checkbox at the bottom of the e-PIMS search screen as shown below.



The search results will be displayed on the map rather than a textual list. Labels will not be displayed until a scale of less than 1:5,000,000 has been reached. Polygons are displayed from a scale of less than 1:15,000. Seed points and polygons are colour coded to represent "the parcel of interest", "40 working days expired" and within "40 working days".

By default, any Register search will be carried out of only current Register records. If a user wishes to undertake a search to include records that were previously 'On the Register', then this will need to be done by carrying out a **By Holding** search. Further details of how to do this are included in Section 3.5.

The remainder of this section outlines the search capabilities under the **Register Filters**. All of the searches will be carried out of current records if undertaken using a **By Register** search.

Legacy Land ID

For those records that were previously recorded on the Register before integration and have been migrated into e-PIMS, it is possible to search by what was the Land ID in the Register before integration. This is termed the 'Legacy Land ID' in the Register search filters.

Available Between

Allows the user to search for records added before, on or after a specific date.

Status

Select either 'Within 40 Working Days' or '40 Working Days Expired'.

Classification

Select either 'Greenfield', 'Brownfield' or 'Not Known'.

Greenfield is land that is undeveloped and/ or unused apart from for agricultural purposes.

Brownfield is land that has been (partly) developed.

Expiry Status

Select either 'Not on the Market', 'On the Market', 'Under Offer, 'Sold' or 'No Longer Surplus'.

You can multi-select fields under this search filter.

'Not on the Market' is where the site is not available on the open market. This includes records that are Within 40 Working Days as well as ones where the 40 Day Window has expired.

'On the Market' is where the site is available on the open market after the 40 Day Window has expired.

'Under Offer' is where an offer has been made for the land, but the land has not been sold.

'Sold' is used where the site is no longer surplus as it has been sold. In such circumstances, the site will be removed from the Register and will have become an historic record that is only available under a 'By Holding' search.

'No Longer Surplus' is where the original owner has retained the site. In such circumstances, the Core/Non-Core field will have been changed from 'Non-Core – Surplus'. In such circumstances, the site will be removed from the

Register but will remain a current e-PIMS record that is available under a 'By Holding' search.

Proposed Use

Select either 'Employment', 'Housing', 'Mixed with Housing', 'Mixed without Housing', 'Open Space', 'Other' or 'None'.

You can multi-select fields under this search filter.

'Employment' is where the site will be used for offices and/ or industry.

'Housing' is where the site will be used for new housing.

'Mixed with Housing' is where the site will be used for a mixture of housing and other uses.

'Mixed without Housing' is where the site will be used for a mixture of uses besides housing.

'Open Space' is where the site will be used for formal or informal open space.

'Other' is where the site will be used for a purpose different to those listed.

'None' is where it has not yet been decided what the site is to be used for.

3.4 Search Type

It is possible to carry out a search **By Register** or **By Holding**. It is possible to do either by two methods.

As outlined in Section 2.2, it is possible to set the Default Search Type to either. If you do this, then it is possible to override the default search filter using the Search drop-down filter on the **Property Search** as shown below.

It should be noted that there are other search options under the drop-down filter, including 'All Property', about which more information is provided in Section 7.

So, for example, if you have your Default Search Type set to **By Holding** then you can do a Register search by changing the Search drop-down filter to **By Register**.

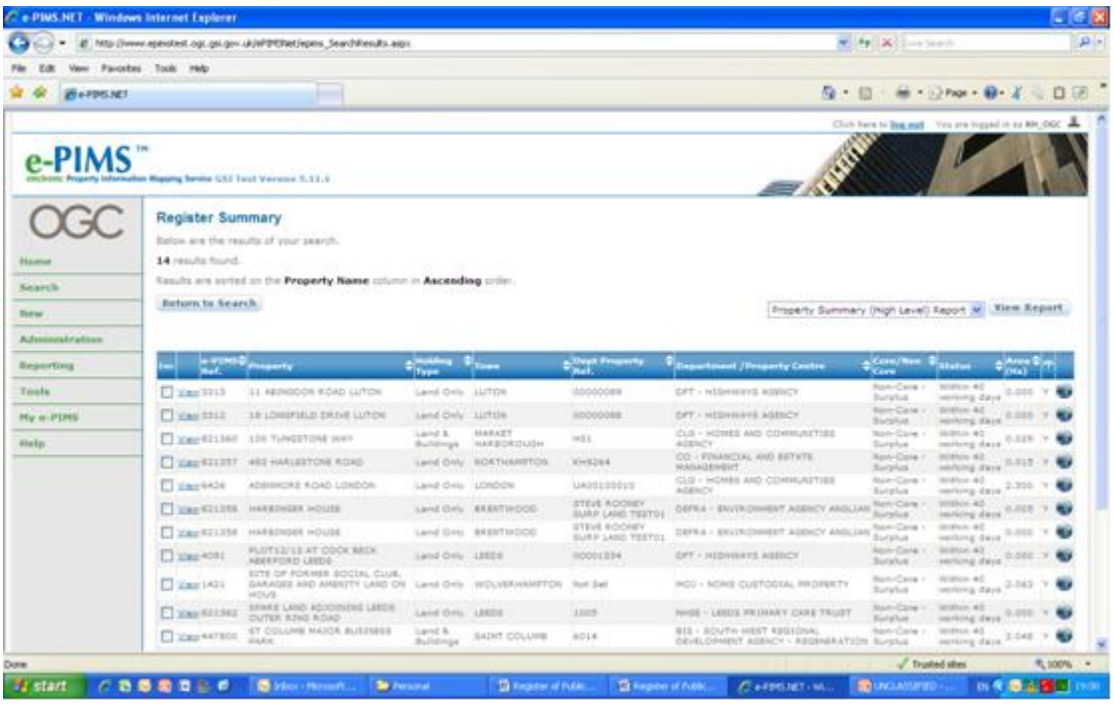
After doing each search, we recommend that you use the Reset button to clear the previous search. In the above example, if you had carried out a **By Register** search by changing the drop-down filter and then clicked on the Reset button, then the Search drop-down filter would 'refresh' as **By Holding** as that is the Default Search Type.

If you want to do a search for all sites that have ever been on The Register, then you need to do a **By Holding** search and multi-select all options under the Expiry Status field in **Register Filters**. You will need to also set the search to cover both current and historic records.

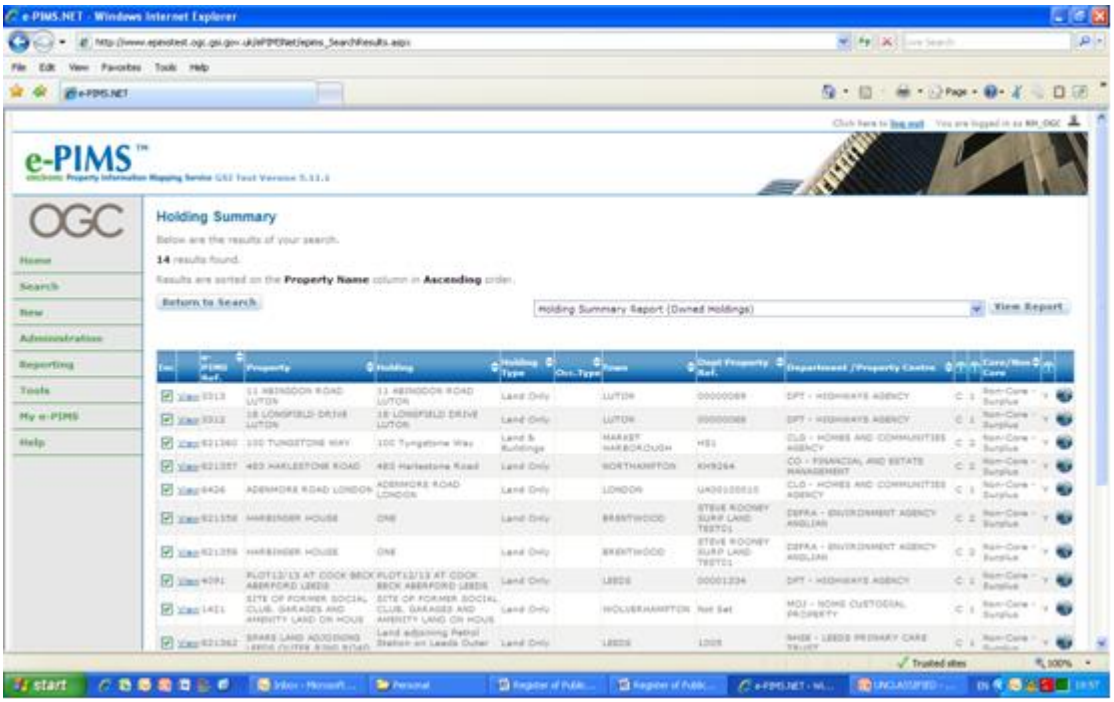
3.5 Search Results

Dependent on whether you undertake a search **By Register** or **By Holding**, the search results screen will display different fields as they have been tailored to show the most relevant results.

After completing a **By Register** search, the user will be taken to the Register summary screen displaying all the results matching the search criteria, as shown below. The results will display summary information about the Register records returned by the search criteria.



If you search **By Holding**, after completing a search, the user will be taken to the Holding summary screen displaying all the results matching the search criteria, as shown below. The results will display summary information about the e-PIMS holding records based on the search criteria. Where the record has been added to the Register, it will be shown with a 'Y' in the column headed with an 'i' where the 'hover/flyout' is headed 'Is the Holding on the Register of Surplus Land Y/N?'. Those with an 'N' in this column are not 'On the Register'.



So, for example, if you undertake a **By Holding** search using the Core/Non-Core field under Advanced Search filters and select 'Non-Core – Surplus' from the drop-down list, then you will return all records classified as 'Non-Core – Surplus' by users, including those that are 'On the Register'.

If no results match the search criteria using either a search **By Register** or **By Holding**, then the message ‘No results returned – Please change the search criteria’ will be shown.

To see more data on a particular Register record, the user can click on **View** under either the Register Summary or Holding Summary screens. This will then open a new window displaying more information on that record (see Section 5 - ‘Viewing, Amending and Deleting Records).

SECTION 4 – Adding a New Record to the Register

4.1 The New Process

A record is added to the Register from an existing e-PIMS record (see Section 4.3). Where one does not exist, it will need to be created first (see Section 4.2).

Over time, it is more likely that most land and/or buildings will be recorded on e-PIMS prior to them being added to the Register. In such instances, the process will simply involve adding the appropriate parts of the land and/or buildings to the Register.

4.2 Creating an e-PIMS Record

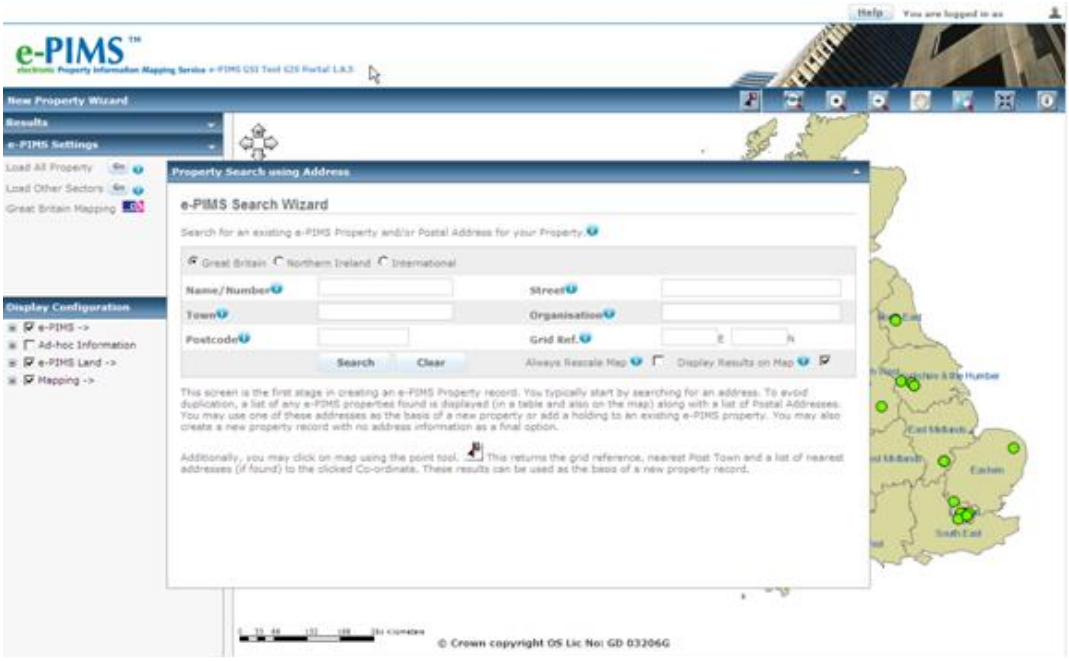
Setting up an e-PIMS record involves a step-by-step process.

The e-PIMS Property Wizard is where you create new e-PIMS Property Records through that step-by-step process. All the information you enter here will form the basis of the records stored in e-PIMS. Only users with the relevant access rights can create new Property Records.

The Property Wizard allows a new e-PIMS record to be set-up using different approaches, including the postcode, address and grid reference. The latter is particularly helpful for sites that comprise undeveloped land.

You can access the Property Wizard from several places in e-PIMS, including:

- The left hand navigation: **New** > **Property Wizard**.
- My Staging: View Property Summary.
- Property Inspector: **Summary page**.



Property Wizard screen

Details of how to create a new record using the e-PIMS Property Wizard are set out in Section 4 of the accompanying e-PIMS User Manual.

Below are a number of key points that you will need to be aware of when creating a new e-PIMS record before you add it to the Register.

- Each e-PIMS record is known as a 'e-PIMS Property Record';
- An e-PIMS Property Record consists of at least:
    - one property;
    - one holding;
    - one building;
    - one occupation; and
    - an associated PAF;
- There are three types of holding in e-PIMS:
    - Building Only;
    - Land Only; or
    - Land & Buildings;
- You can only add land parcels to 'Land' and 'Land and Buildings' records. This is done at the holding level;
- You can add multiple land parcels to a holding. Each one of these must have a reference, a usage and a classification;
- A parcel defines an individual land record. Depending upon usage, this may have, several, one or no land boundaries;
- When you create a new e-PIMS Property Record, it is created as a staging record. Staging records are incomplete records that are not published and so are not available to other e-PIMS users. There may be incomplete information that needs entering before the record can assume a published status. When it is complete, it is 'published' by the user.

4.3 Adding an e-PIMS Record to the Register

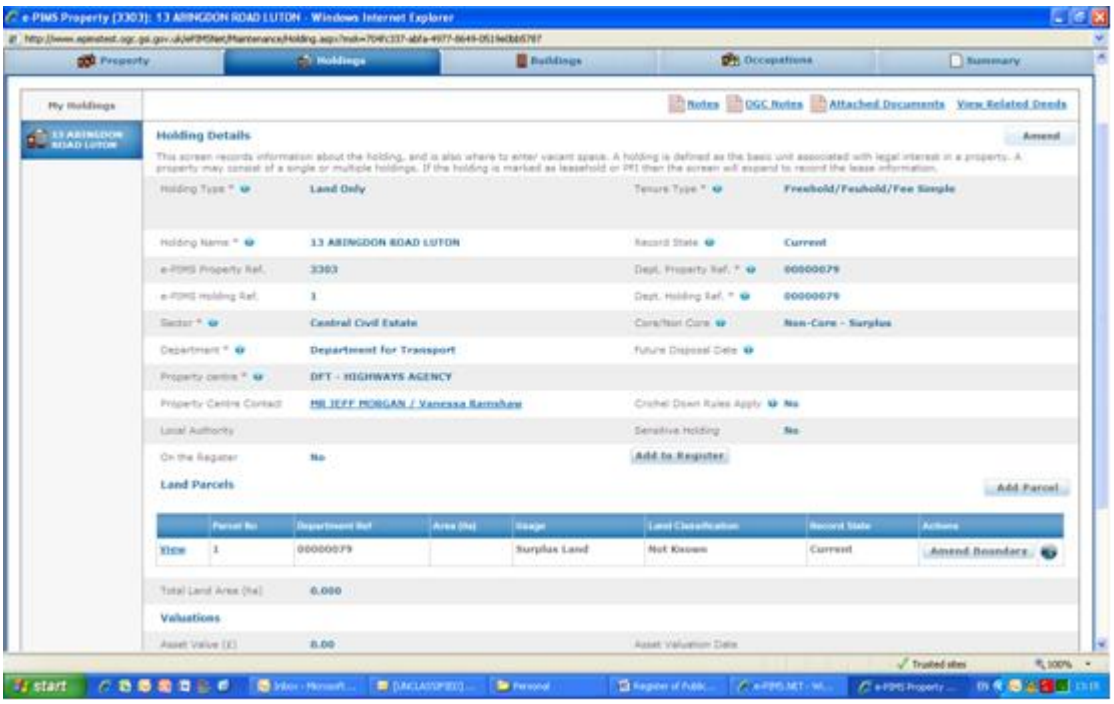
First, it should be noted that an e-PIMS Property Record will need to be set-up and 'published' before it can be added to the Register, i.e. it is not possible to create and add it to the Register simultaneously.

Under the 'Holding Details' in e-PIMS, there is an 'Add to Register' button that is used to add one, a number or all of the land parcels that make up that e-PIMS Property Record to the Register – see below.

In order to add an e-PIMS Property Record to the Register, it will need to:

- Be a current holding, i.e. it has not been made historic;
- Have the Core/Non-Core status set to 'Non-Core – Surplus' at the holding level; and
- Have at least one land parcel with a boundary that has been added;

If one of the above conditions is not met, then the 'Add to Register' will be greyed out and the user will be required to ensure that each of the three conditions is met before proceeding.

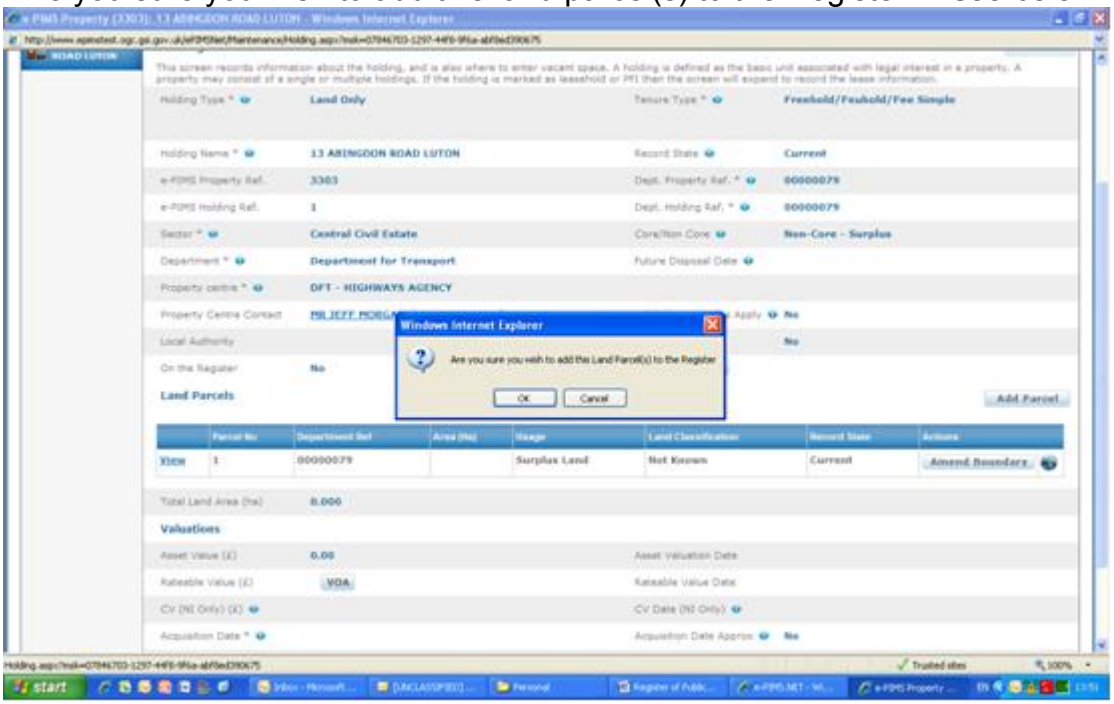


As far as possible, we have sought to automate the process, although there are a number of actions that will need to be carried out by the user.

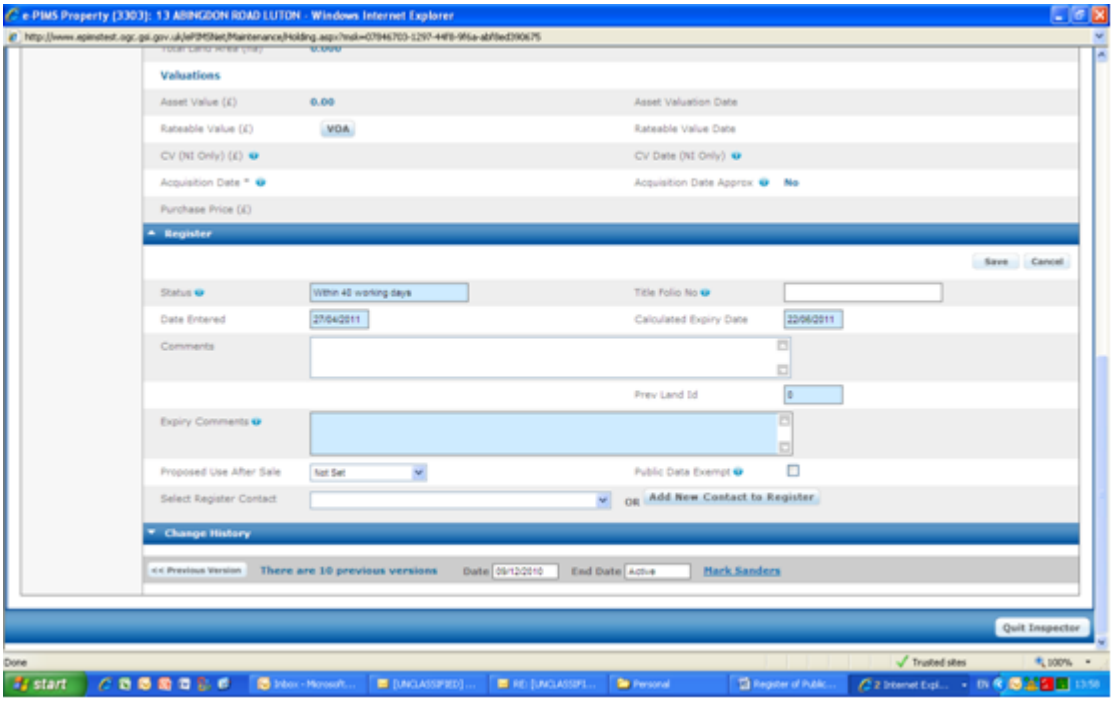
Set out below is the process for adding each e-PIMS Holding Type (Building Only, Land Only or Land & Buildings) to the Register.

Adding a Land Only Holding to the Register

Where a land only holding has only one land parcel, then the user should click on the 'Add to Register' button. At this point, a message will appear saying "Are you sure you wish to add this land parcel(s) to the Register" – see below.



If the user clicks on 'OK', then the Register screen will appear with a number of fields having been auto-populated – see below.



At this point, the user will need to add a Register contact (see below) and it is also possible to complete additional information in the following fields as required:

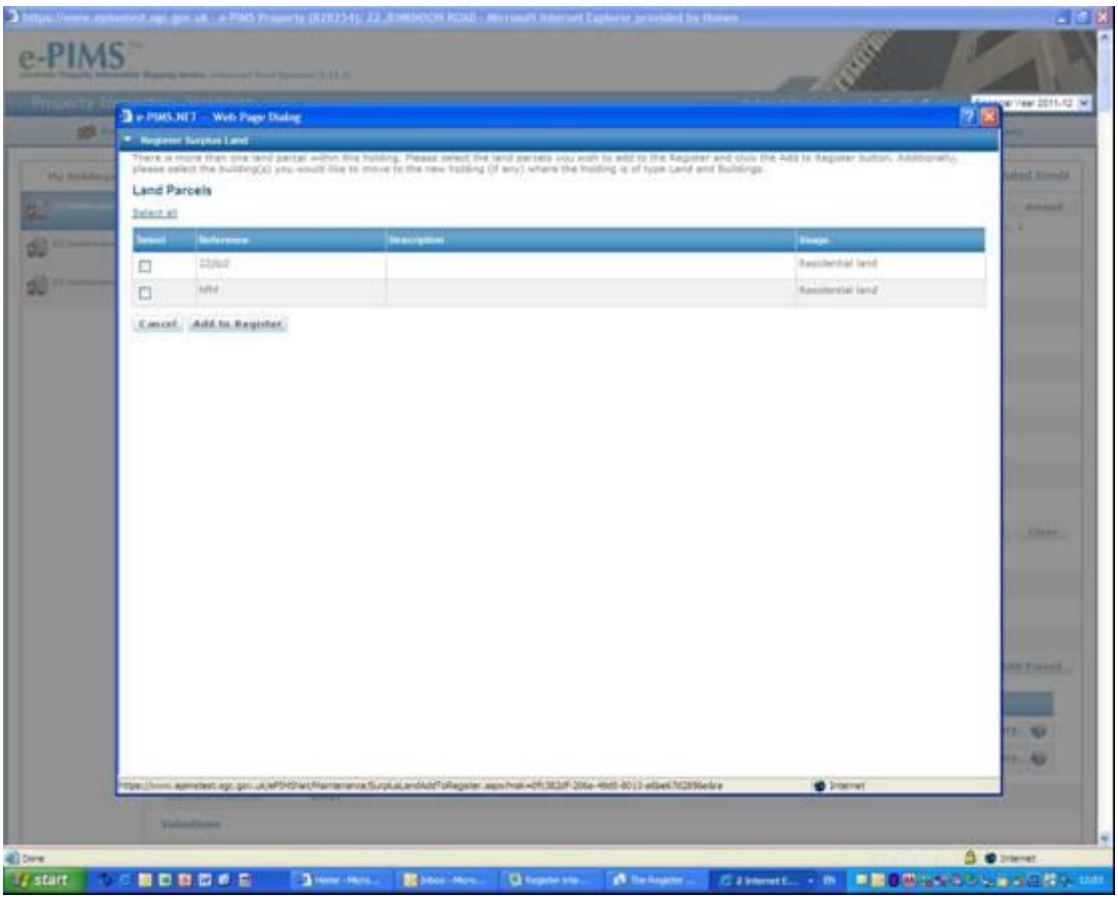
- Title Folio Number;
- Comments; and
- Proposed Use After Sale.

All of the above fields are optional.

In order to add the ‘case officer’ to the Register record, the user can either select an existing Register contact from the drop-down list against the ‘**Select Register Contact**’ button. If the case officer is a new contact, then their name can be added by clicking on the ’**Add New Contact to the Register’** button. If the name of the person is not on the list that appears, then the user should contact the e-PIMS Service Delivery Team via 0113 203 3818 or 0113 203 3815 or ePIMSservicedelivery@ogc.gsi.gov.uk.

Once the required amount of additional information has been added and the ‘**Save**’ button clicked, then the 40 Day Window period will commence.

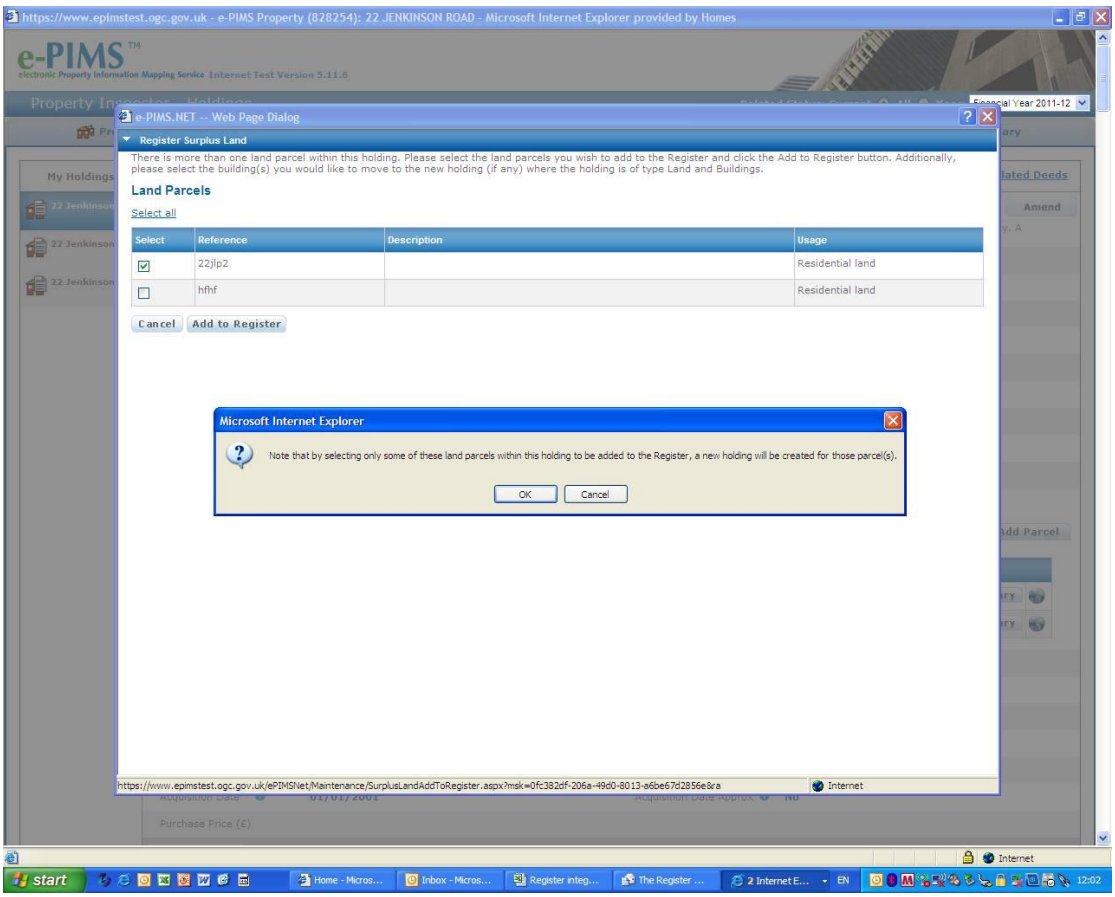
Where a land only holding has more than one land parcel, then the user will notice that when the ‘Add to Register’ button is clicked then the following screen appears:



At this point, the user must select which of the land parcels are to be added to the Register. If all land parcels are to be added, then the user will need to either click on the '**Select All**' button or tick the box under the Select column against each land parcel before clicking the '**Add to Register**' button. From this point onwards, the process is as described above.

However, if only some of the land parcels need to be added to the Register, then the user will need to select those parcels by ticking the box alongside each of those land parcels. Once this has been done, then the user should click on the '**Add to Register**' button and those parcels will be moved as one record onto the Register.

After selecting the appropriate land parcels, the following message will appear on the screen. This is simply to confirm that the user is, in effect, creating a new holding to add part of the original e-PIMS property record to the Register. The user should click "**OK**" to continue.

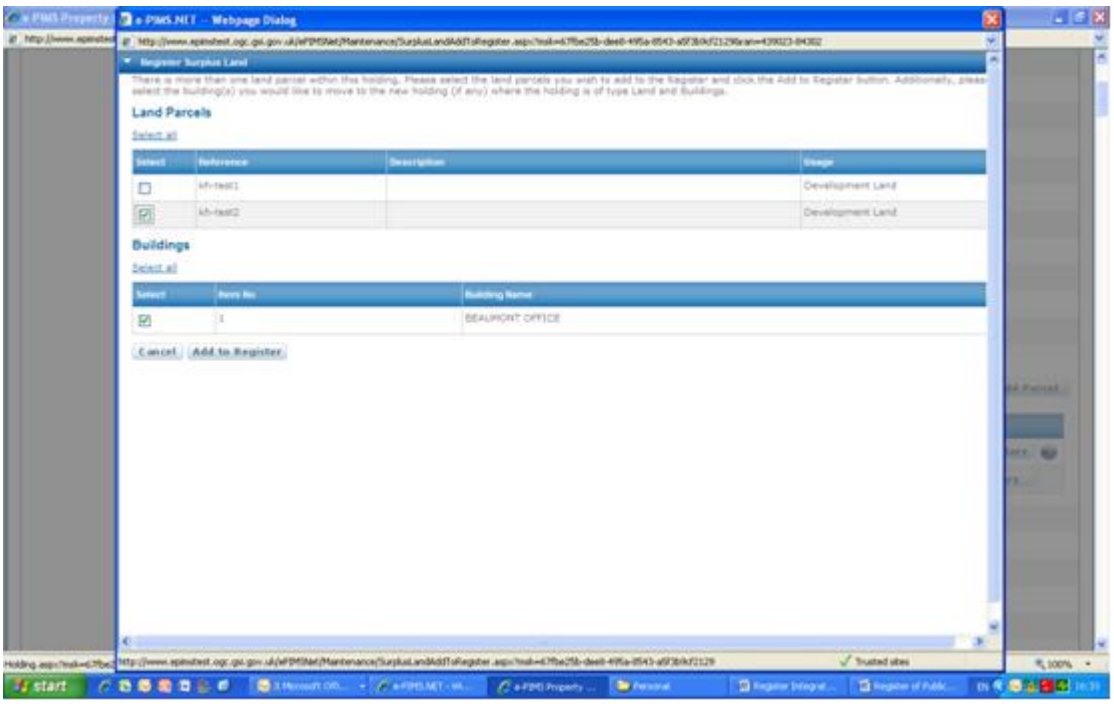

https://www.epimstest.ogc.gov.uk - e-PIMS Property (828254): 22 JENKINSON ROAD - Microsoft Internet Explorer provided by Homes
e-PIMS
e-PIMS.NET -- Web Page Dialog
Register Surplus Land
There is more than one land parcel within this holding. Please select the land parcels you wish to add to the Register and click the Add to Register button. Additionally, please select the building(s) you would like to move to the new holding (if any) where the holding is of type Land and Buildings.
Land Parcels
Select all
Select
Reference
Description
Usage
22jlp2
Residential land
hfhf
Residential land
Cancel
Add to Register
Microsoft Internet Explorer
Note that by selecting only some of these land parcels within this holding to be added to the Register, a new holding will be created for those parcel(s).
OK
Cancel
Internet
start

At this point, the system will create a new holding as not all of the land parcels are being added to the Register. This will be done automatically. From this point onwards that e-PIMS Property Record will always have two holdings (assuming that there was one in the first place) or one more than the number of holdings that existed before. This process will allow the 'Core/Non-Core' status of those land parcels that are not being added to the Register to be changed from 'Non-Core – Surplus' in future if need be.

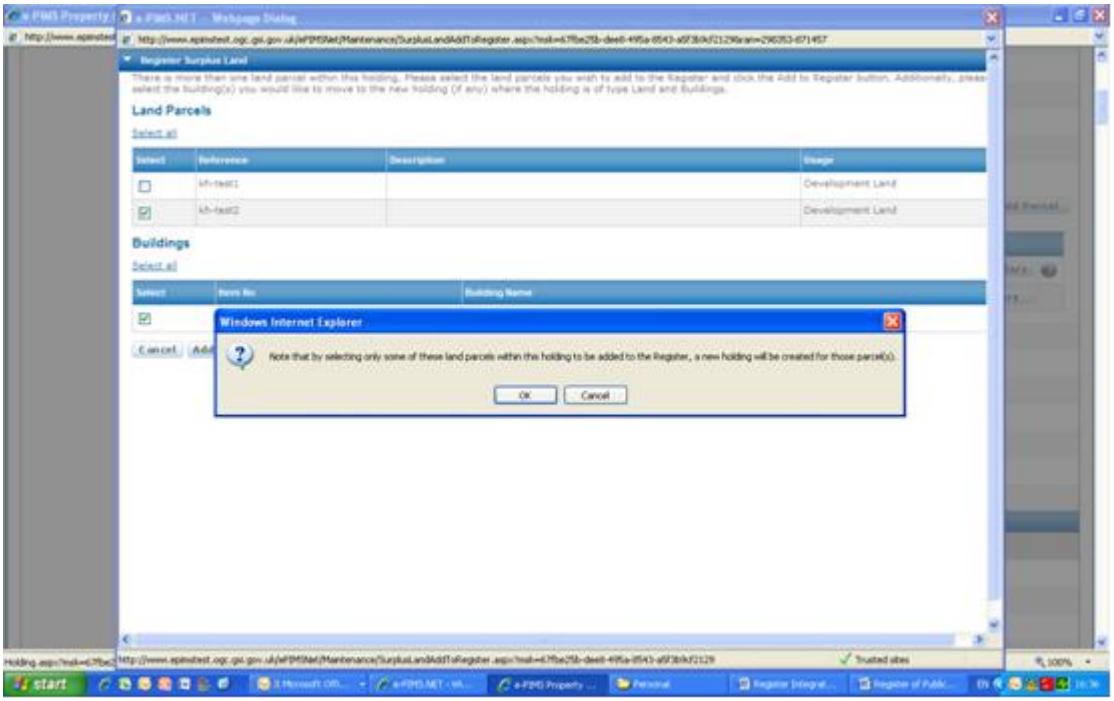
Adding a Land & Buildings Holding to the Register

The process of adding a land & buildings holding to the Register is the same as above in terms of the land parcels. However, the user also needs to either add one or a number of buildings to the Register at the same time.

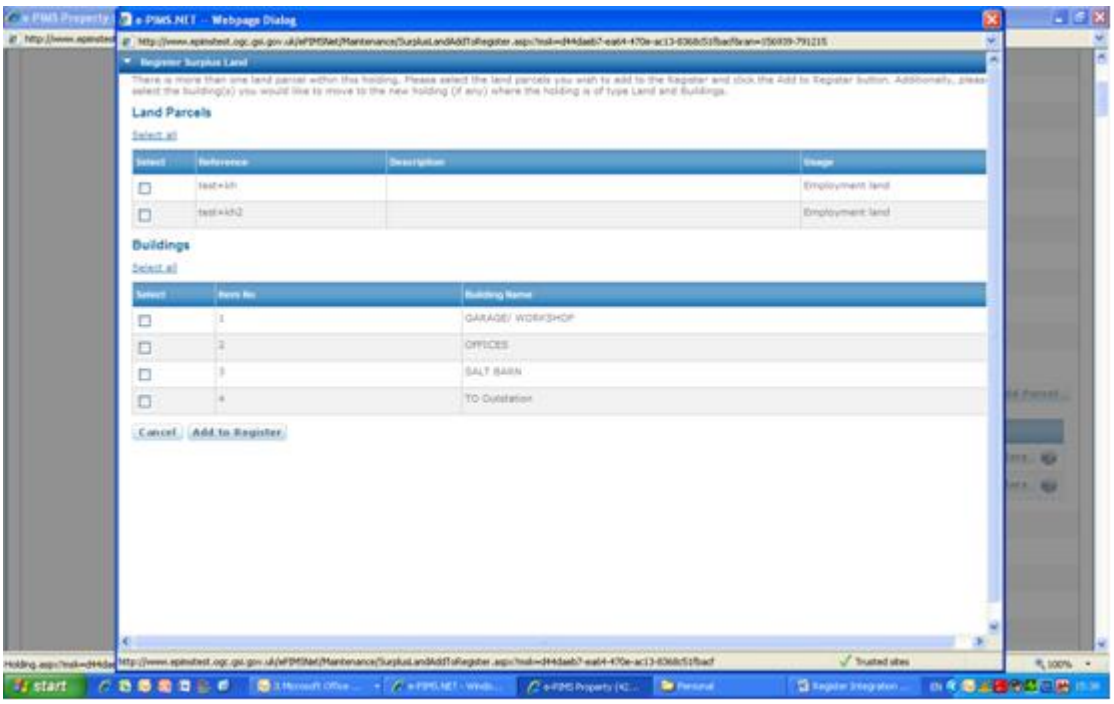
Where there is only one building, then the user will select the building along with one, a number or all of the land parcels that are to be added to the Register – see below:



After selecting the appropriate land parcels and the building, the following message will appear on the screen. This is simply to confirm that the user is, in effect, creating a new holding to add part of the original e-PIMS property record to the Register. The user should click "**OK**" to continue.



Where there are multiple buildings, then the user will select one, a number or all of the buildings to be added to the Register along with one, a number or all of the land parcels – see below:



The same message will appear as above since the user is, in effect, creating a new holding to add part of the original e-PIMS property record to the Register. The user should click "**OK**" to continue.

When a user adds the only or all buildings to the Register but not all land parcels, then the system automatically reclassifies the non-Register holding as a land only holding.

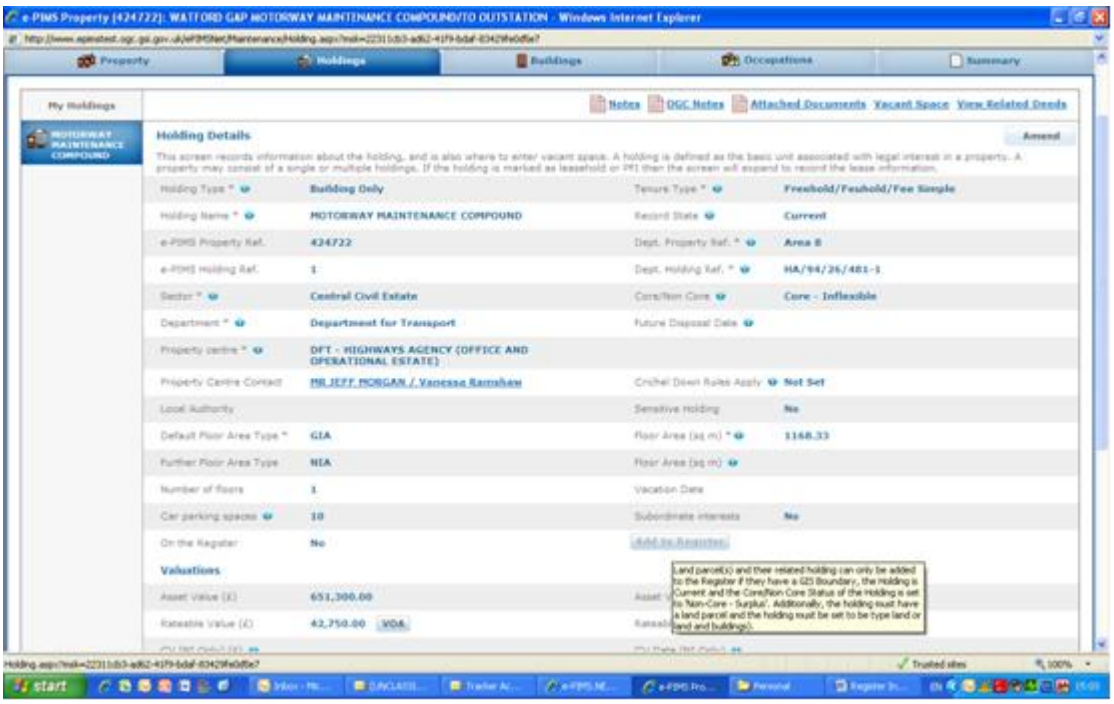
Adding a Building Only Holding to the Register

To add a record to the Register, it must have a land parcel boundary, irrespective of whether it has either a property curtilage or a building boundary under the e-PIMS Property Record.

In future, it is likely that 'Building Only' records will be able to appear 'On the Register' without the need to add a land parcel. However, this is not possible at this point.

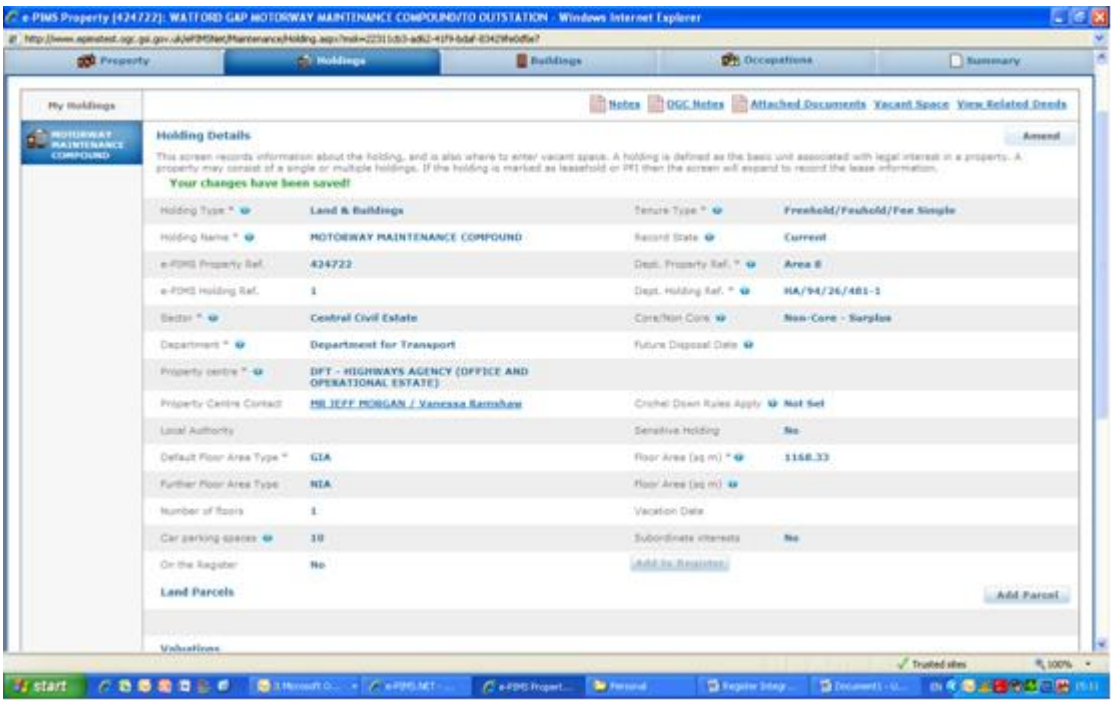
In order to add an e-PIMS Property Record that is recorded as a 'Building Only' holding to the Register at this point, a land parcel will need to be added to it and its holding status changed to a 'Land & Buildings' record before it is added to the Register. The process is set out below.

First, before making any changes, the user will note that the 'Add to Register' button is greyed out. When the user hovers over it, a pop-up message will appear confirming that the user needs to change the holding type from '**Building Only**' to '**Land & Buildings**' – see below:



The user needs to make this change, as shown below, and click on the '**Save**' button in the top right hand side of the screen. It may be that the user will also need to change the Core/Non-Core status of the holding to '**Non-Core – Surplus**' at this point as well. If so, this change must also be saved.

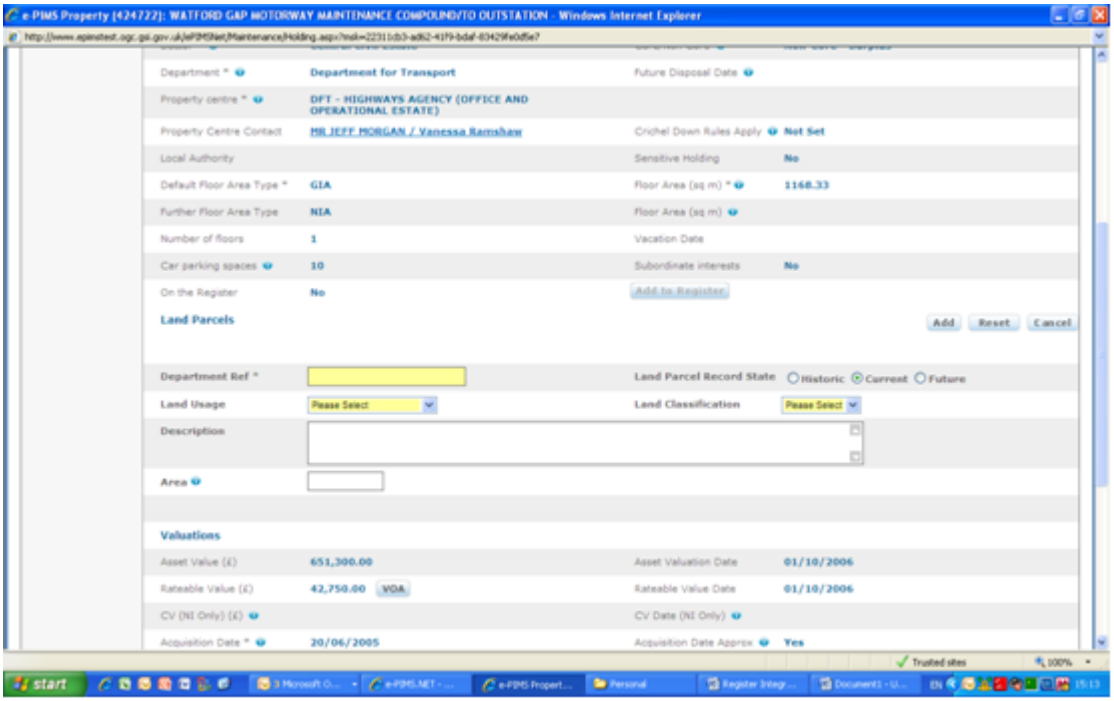
Once this has been done, the user will get a message stating that '**Your changes have been saved!**' and the 'Add Parcels' button will appear adjacent to the Land Parcels heading – see below.



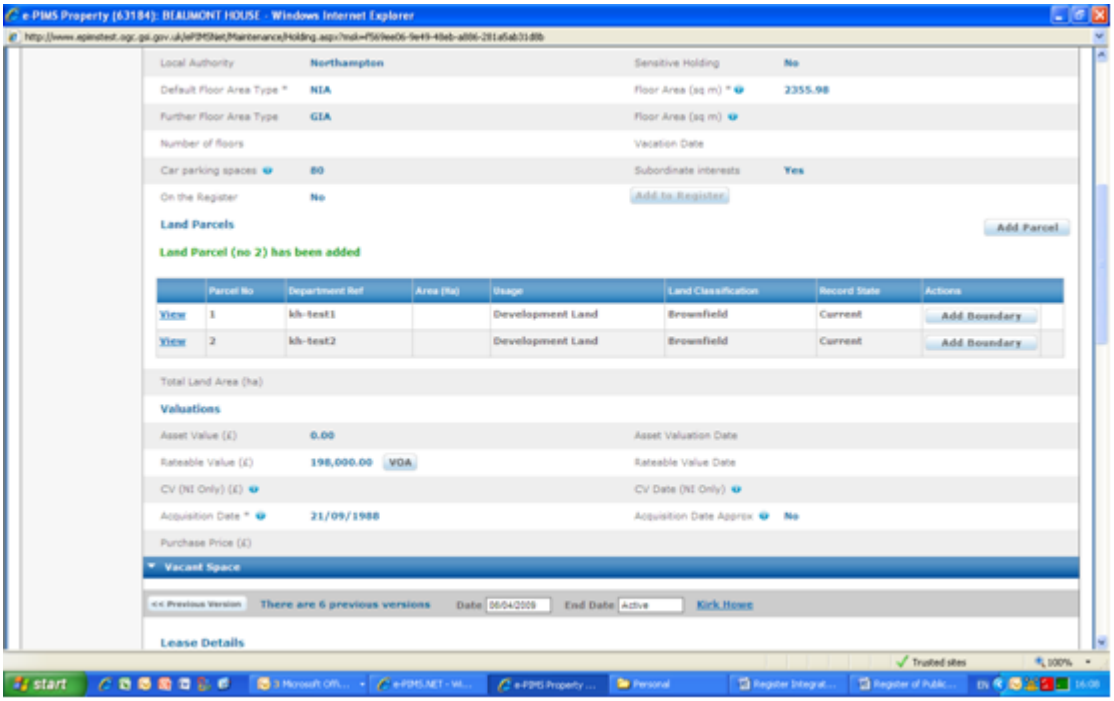
The process of adding land parcels is a two-stage one.

First, the user will need to provide details in three fields for each land parcel that is added. Once the information has been completed for each land parcel the user will need to click on the '**Add**' button – see below.

This process is repeated for each land parcel until they have all been added.



Secondly, the user will need to add a boundary for each land parcel by clicking on the '**Add Boundary**' button that appears adjacent to the Land Parcels heading – see below.



The user will be taken to the e-PIMS GIS Portal Wizard to add the land parcel boundary. Section 4 of the accompanying e-PIMS manual provides details about this functionality.

After adding the land parcel boundaries, the '**Add to Register**' button will be enabled and the user should then proceed as if the holding type was a 'Land & Buildings' holding – see above.

4.4 The Register Process

The Register process remains unchanged.

Once the record has been added to the Register, a period of 40 working days will begin in which all users of the Register will be able to view the Register record. After the 40 working day period, a summary of the Register record will be made available in the public domain in the form of a quarterly report on the Homes and Communities Agency website or that of its sponsor department, one of its other sponsored bodies or another government department, unless the site has been marked 'Public Data Exempt'.

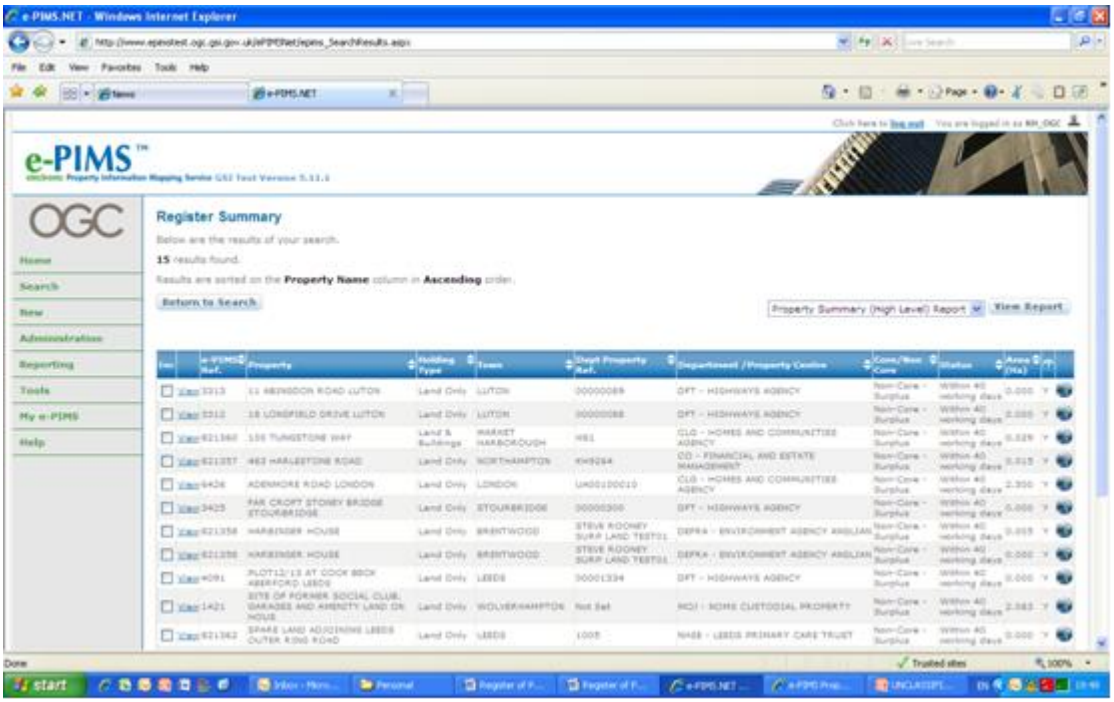
4.5 Email Notification

After adding a record to the Register, the user will receive an automatic email notification confirming that the user has added a record to the Register and reminding the user to update the expiry status of the record once the 40 working day period has expired (see 'Section 5 – Viewing, Amending and Deleting Records'). The email will also contain the Register Property/Holding Reference (a unique ID made up from the e-PIMS Property Reference and the relevant Holding Number for that record) and a hyperlink to the page displaying the land record (See Appendix 1).

SECTION 5 – Viewing, Amending and Deleting Records

5.1 Viewing Records

When searching "**By Register**", it will return the '**Register Summary**' screen (shown below), from where it is possible to access records which you can view, amend and delete. This is also possible if undertaking a map-based search. From the map, it is possible to navigate back to a Register record by using the mouse action list and choosing **View** then clicking on the relevant record.

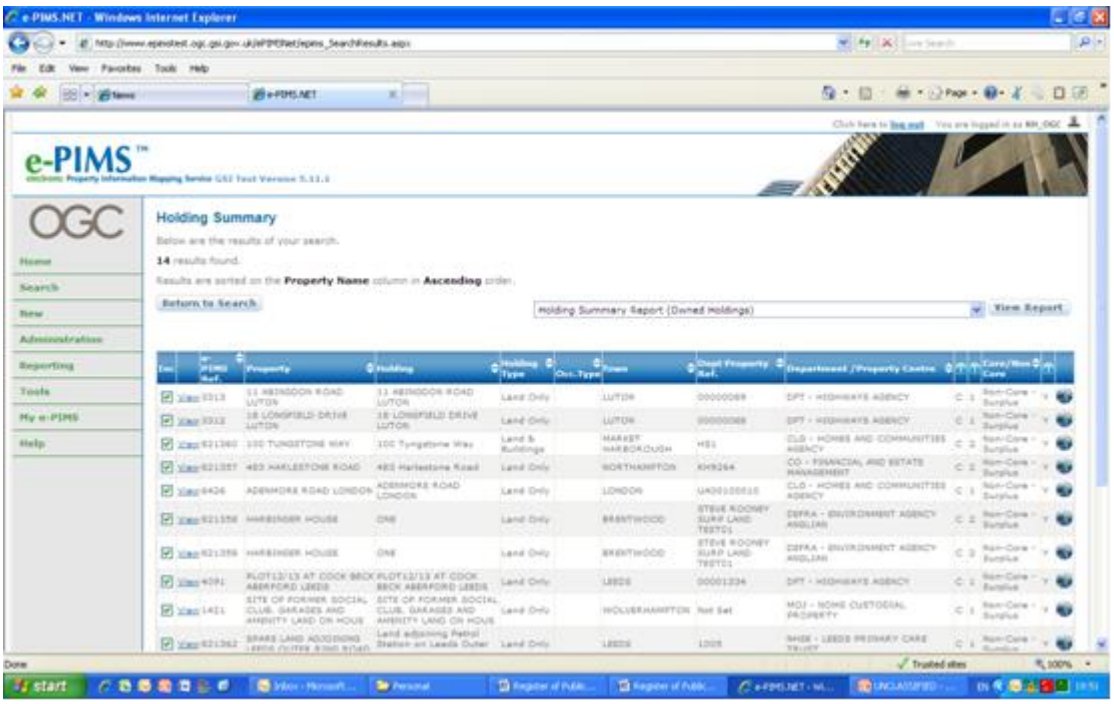


It should be noted that Register records can also be viewed if a search is undertaken "**By Holding**". It will return the '**Holding Summary**' screen (shown below), from which it is also possible to access records that are 'On the Register' which you can view, amend and delete.

To view more information on individual Register records, click '**View**' in the row against that record in either the '**Register Summary**' or '**Holding Summary'** screens.

If you click on '**View**' on any record in the '**Register Summary**' screen, you will be taken to a view only screen, i.e. the '**Register Details**' screen. If you click on '**View**' in the '**Holding Summary'** screen, you will be taken directly to the '**Holding Details**' screen, where you can view, amend or delete records.

Further information about the '**Register Details**' and '**Holding Details**' screens is below.



The Register Details Screen

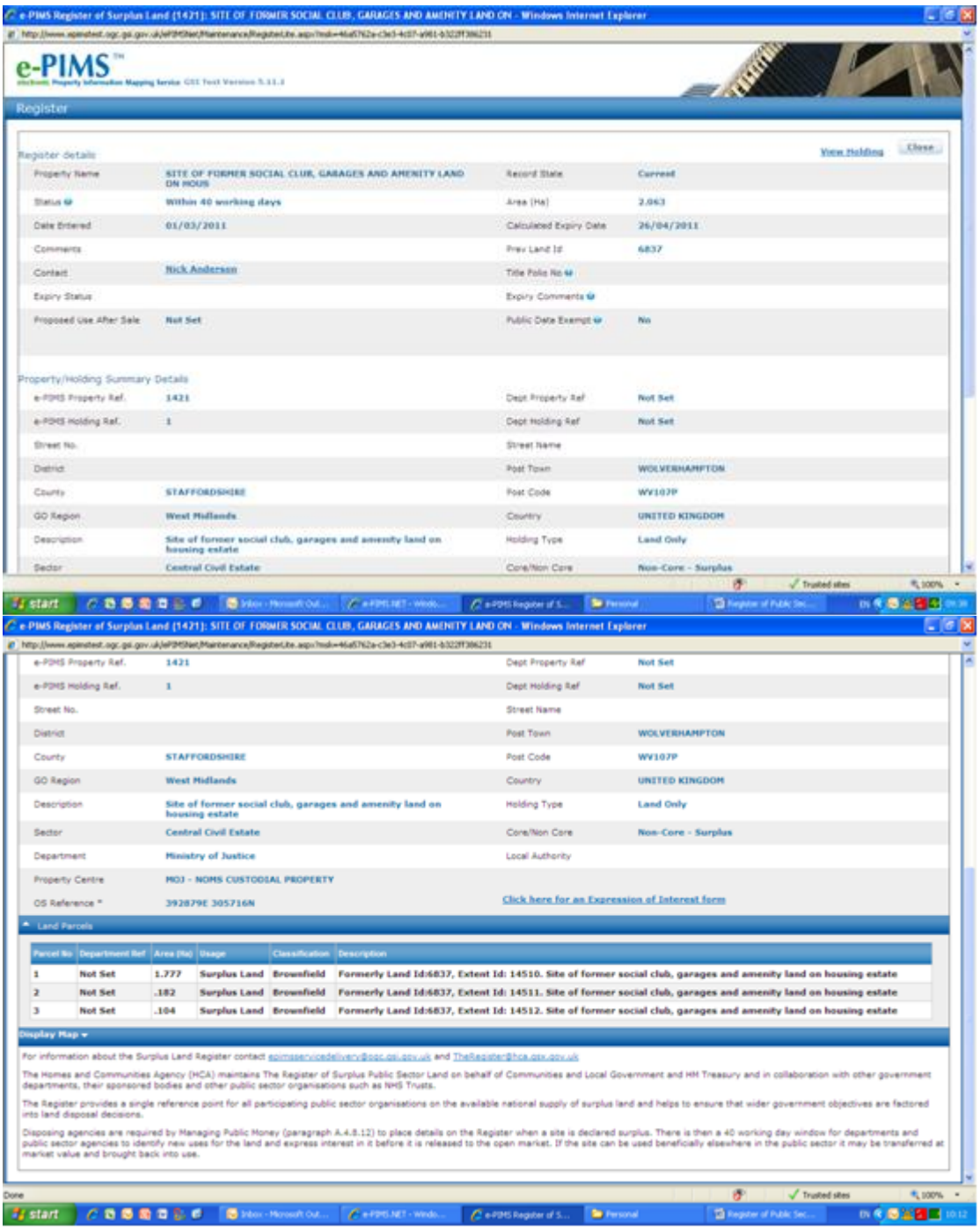
The '**Register Details**' screen contains similar information to the screen that existed before integration – see below.

The screen shows key information relating to the site. It includes information about the land parcel(s) that make(s) up the Register site and allows the user to view the site on a map by clicking on the '**Display Map**' button. More information about this functionality is set out below.

The screen also shows key information about the associated e-PIMS property record. Under this part of the screen, it is possible to download the '**Expression of Interest**' form that users should complete and return to the named Register contact for that record should they wish to express interest in that site during the 40 Day Window. This process remains the same as before integration.

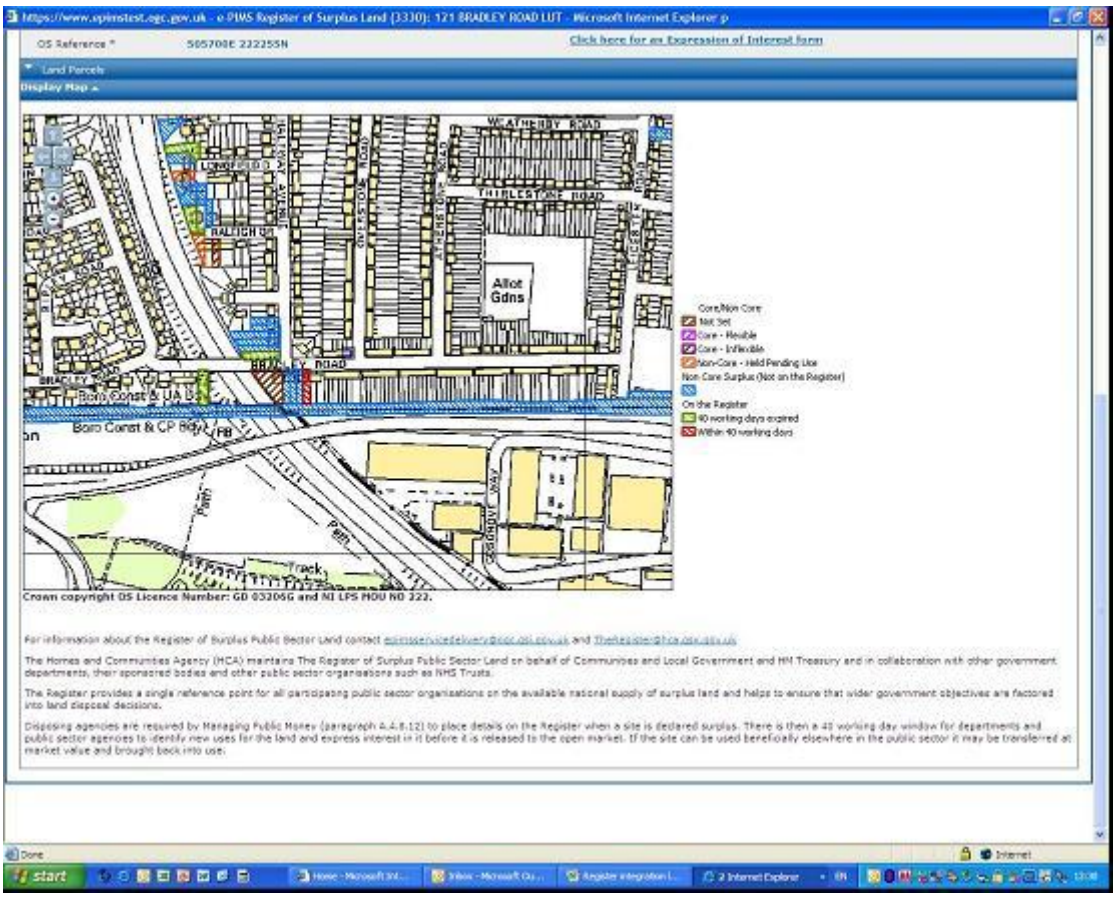
The screen also shows the Register disclaimer.

As stated above, it is <u>not</u> possible to amend details of the record under this screen. To do so, you need to click on the '**View Holding**' button at the top right hand side of the screen.


e-PIMS Register of Surplus Land (1421): SITE OF FORMER SOCIAL CLUB, GARAGES AND AMENITY LAND ON - Windows Internet Explorer
e-PIMS
Register
Register Details
View Holding
Close
Property Name
SITE OF FORMER SOCIAL CLUB, GARAGES AND AMENITY LAND ON HOUS
Record Stale
Current
Status
Within 40 working days
Area (Ha)
2.063
Date Entered
01/03/2011
Calculated Expiry Date
26/04/2011
Comments
Prev Land Id
6837
Contact
Nick Anderson
Title Polio No
Expiry Status
Expiry Comments
Proposed Use After Sale
Not Set
Public Data Exempt
No
Property/Holding Summary Details
e-PIMS Property Ref.
1421
Dept Property Ref
Not Set
e-PIMS Holding Ref.
1
Dept Holding Ref
Not Set
Street No.
Street Name
District
Post Town
WOLVERHAMPTON
County
STAFFORDSHIRE
Post Code
WV107P
GO Region
West Midlands
Country
UNITED KINGDOM
Description
Site of former social club, garages and amenity land on housing estate
Holding Type
Land Only
Sector
Central Civil Estate
Core/Non Core
Non-Core - Surplus
start
e-PIMS Register of Surplus Land (1421): SITE OF FORMER SOCIAL CLUB, GARAGES AND AMENITY LAND ON - Windows Internet Explorer
Department
Ministry of Justice
Local Authority
Property Centre
MOJ - NOMS CUSTODIAL PROPERTY
OS Reference *
392879E 305716N
Click here for an Expression of Interest form
Land Parcels
Parcel No
Department Ref
Area (Ha)
Usage
Classification
Description
1
Not Set
1.777
Surplus Land
Brownfield
Formerly Land Id:6837, Extent Id: 14510. Site of former social club, garages and amenity land on housing estate
2
Not Set
.182
Surplus Land
Brownfield
Formerly Land Id:6837, Extent Id: 14511. Site of former social club, garages and amenity land on housing estate
3
Not Set
.104
Surplus Land
Brownfield
Formerly Land Id:6837, Extent Id: 14512. Site of former social club, garages and amenity land on housing estate
Display Map
For information about the Surplus Land Register contact epimsservicedelivery@ogc.gsi.gov.uk and TheRegister@hca.gsx.gov.uk
The Homes and Communities Agency (HCA) maintains The Register of Surplus Public Sector Land on behalf of Communities and Local Government and HM Treasury and in collaboration with other government departments, their sponsored bodies and other public sector organisations such as NHS Trusts.
The Register provides a single reference point for all participating public sector organisations on the available national supply of surplus land and helps to ensure that wider government objectives are factored into land disposal decisions.
Disposing agencies are required by Managing Public Money (paragraph A.4.8.12) to place details on the Register when a site is declared surplus. There is then a 40 working day window for departments and public sector agencies to identify new uses for the land and express interest in it before it is released to the open market. If the site can be used beneficially elsewhere in the public sector it may be transferred at market value and brought back into use.
Done
start

When the '**Display Map**' button is clicked, the user will be taken to a navigable map screen that will display the extent on the Register site that is being viewed – see below. The map screen will also show any other 'Land Only' and 'Land & Buildings' records that are held on e-PIMS. This includes those that are 'On the Register' and those that are not.

It should be noted that the down arrow key (▼) will need to be clicked to expand the **Display Map**' screen.


OS Reference *
505708E 222255N
Click here for an Expression of Interest form
Land Parcels
Display Map
WEATHERBY ROAD
THRELSTONE ROAD
RALEIGH DR
Allot Gdns
BRADLEY ROAD
Boro Const & UA (B)
Boro Const & CP (B)
Track
Core/Non Core
Not Set
Core - Flexible
Core - Inflexible
Non-Core - Held Pending Use
Non-Core Surplus (Not on the Register)
On the Register
40 working days expired
Within 40 working days
Crown copyright OS Licence Number: GD 03306G and NI LPS NOU N0 222.
For information about the Register of Surplus Public Sector Land contact
The Homes and Communities Agency (HCA) maintains The Register of Surplus Public Sector Land on behalf of Communities and Local Government and HM Treasury and in collaboration with other government departments, their sponsored bodies and other public sector organisations such as NHS Trusts.
The Register provides a single reference point for all participating public sector organisations on the available national supply of surplus land and helps to ensure that wider government objectives are factored into land disposal decisions.
Disposing agencies are required by Managing Public Money (paragraph 4.4.8.12) to place details on the Register when a site is declared surplus. There is then a 40 working day window for departments and public sector agencies to identify new uses for the land and express interest in it before it is released to the open market. If the site can be used beneficially elsewhere in the public sector it may be transferred at market value and brought back into use.
start

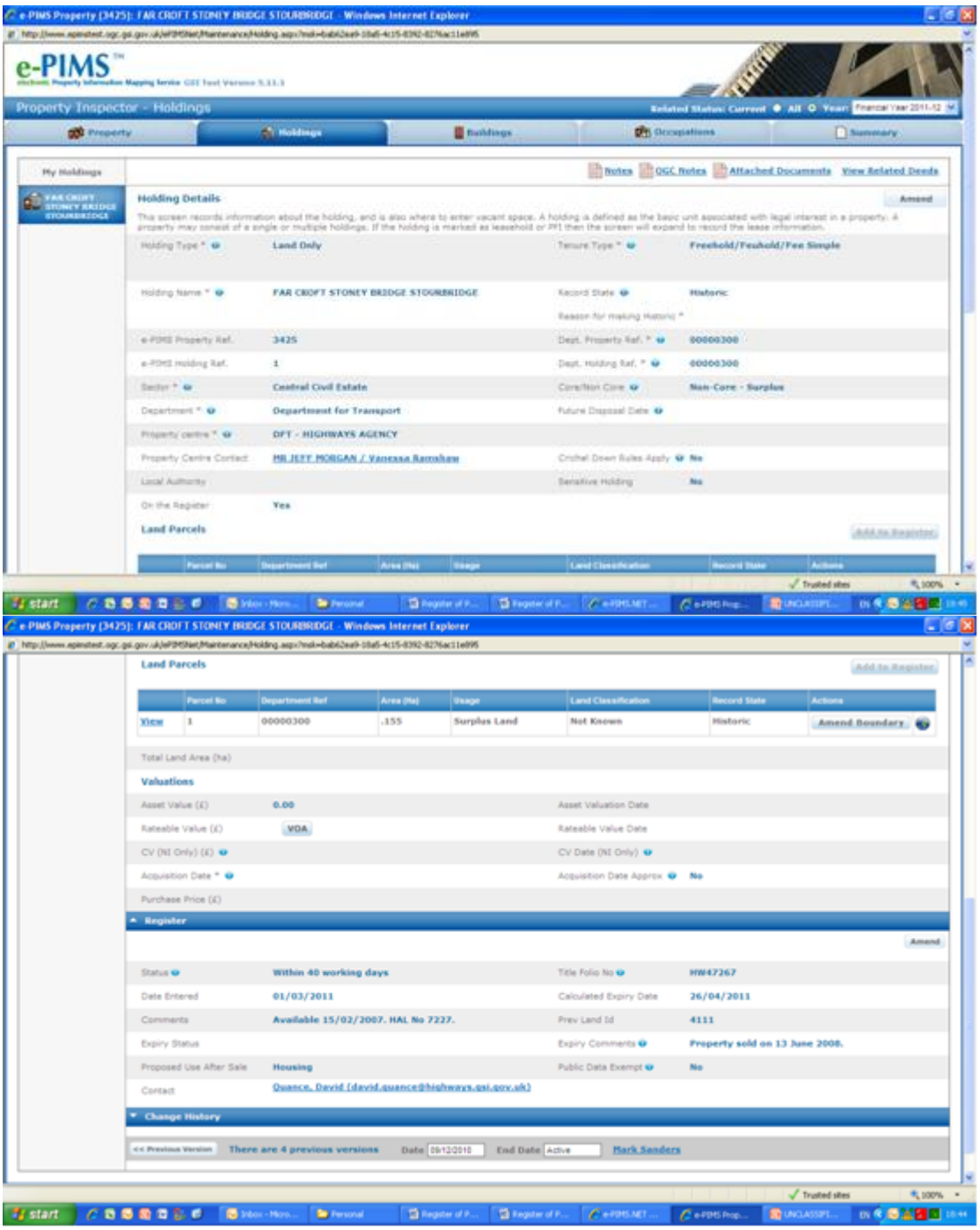
It is possible to use the navigation buttons and the mouse wheel to move around the map screen and to view the Register site in context. So, from this screen, you can zoom out and see all other land parcels. This will assist in ensuring duplicate records are not created and help when defining abutting parcels.

There is also a legend that displays the different types of land in different colours and shades to assist in interpreting the results.

The Holding Details Screen

If you click on '**View**' in the '**Holding Summary'** screen or you click on '**View Holding**' in the '**Register Details**' screen, you will be taken to the '**Holding Details'** screen – see below.

This screen allows you to view, amend or delete records.



The '**Holding Details**' screen displays information under three main headings:

- Holding;
- Register; and
- Change History.

Depending on the user's rights, it is possible to amend details under both the Holding and Register headings, although certain fields have their amend rights limited during the 40 Day Window. It should be noted that details of land parcels always appear under Holding heading on this screen, where the site is 'On the Register' or not.

The fields under the Register heading only appear after a site has been added to the Register and are then always visible, even when the site has been removed from the Register.

If the '**Amend**' button does not appear against a specific record, then the user does not have permission to amend that record. For more information on user rights, see 'Section 1 – Background'.

Holding

Section 7 of the accompanying e-PIMS User Manual sets out how to amend information in the Holding and other (Property, Building and Occupation) inspector screens in e-PIMS.

Register

Set out below are details of how to amend the fields under the Register heading.

It should be noted that the fields under the Register heading are hidden and the down arrow key (▼) will need to be clicked to expand this section of the screen.

After a site has been added to the Register, then the fields under this heading will become 'active'.

Once a site is added to the Register, certain fields will be auto-populated. These are the following:

- Status;
- Date Entered;
- Calculated Expiry Date; and
- Legacy Land ID (for migrated records only).

Once a site has been added to the Register and during the 40 Day Window, the user can complete or amend the following fields as required:

- Title Folio Number;
- Comments; and
- Proposed Use After Sale.

However, none of the above fields are mandatory, although users are encouraged to add relevant information where available.

During the 40 Day Window, it is not possible to record information under the following fields:

- Expiry Status; and
- Expiry Comments.

However, these fields become active once the 40 Day Window has expired.

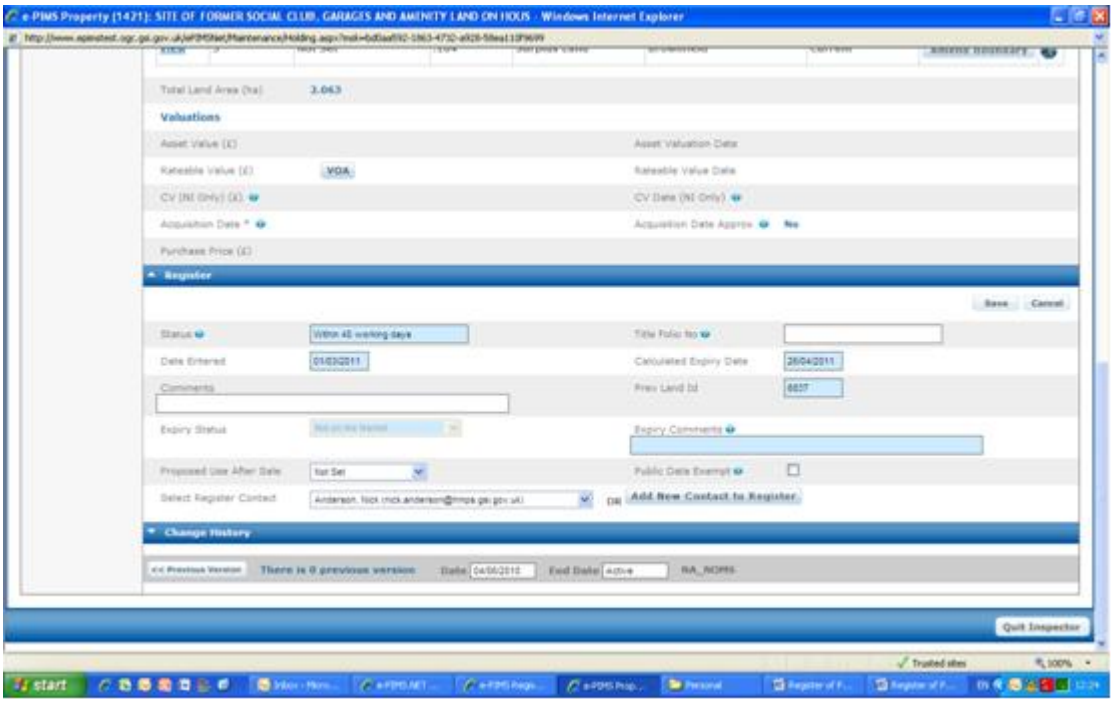
Users should note that after the 40 working day period has expired, your site will appear on a summary of Register sites that will be made available to the public under the Freedom of Information Act unless you have flagged your sites as being Public Data Exempt. These Public data exempt flags should only be used in exceptional circumstances and not as a general rule. Decisions to use sensitivity flags will need to be defended by the originating department/body and a valid reason provided. If you have any queries regarding the above, please e-mail TheRegister@hca.gsx.gov.uk in the first instance.

The system has been designed such that certain combinations of fields under 'Expiry Status' and 'Core/Non-Core' fields are not possible. For example, it is not possible to set the 'Expiry Status' as 'No Longer Surplus' if the Core/Non-Core' field is set to 'Non-Core – Surplus'.

5.2 Amending Records

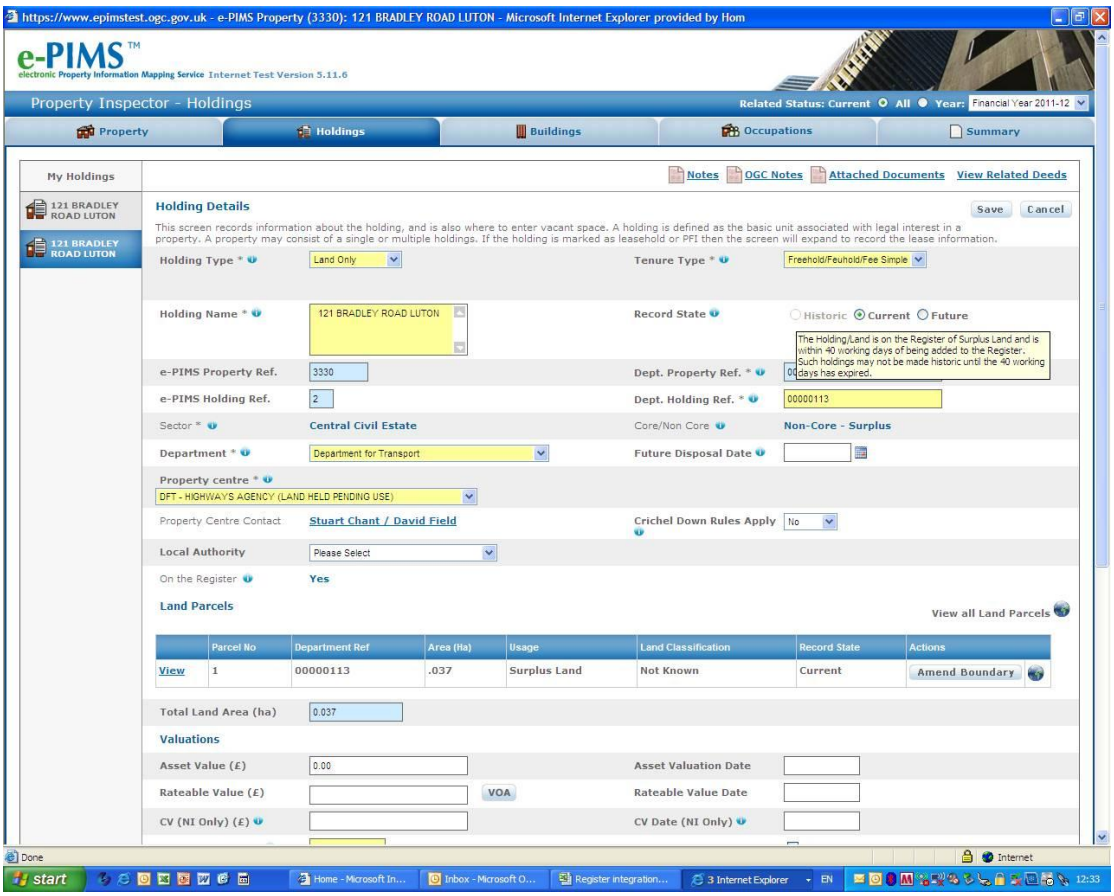
Depending on the user's rights, it may be possible to amend records.

To amend a Register record, click the '**Amend**' button and the screen will refresh, and the user will be able to amend certain fields and include information in others dependent on the stage in the Register process – see below. After amending the required details, click '**Save**' and the record will be updated.



5.3 Deleting Records

Records cannot be removed from the Register during the 40 Day Window. If a user attempts to do this, a message will appear that confirms this, as shown below:



After the 40 Day Window has expired, it is possible for the user from the owning department/property centre to remove a record from the Register by two methods.

The first method is where the site is sold.

In such instances, when the user sets the Expiry Status to ‘Sold’, then the Register record will be made historic. At the same time, the associated e-PIMS property record will also be made historic with the ‘Reason Made Historic’ also being set to Sold.

The second method is where the ‘Expiry Status’ of a Register record is set to ‘No Longer Surplus’ under the Register heading. In such instances, then the site will need to be removed from the Register. To do this, the ‘Core/Non-Core’ status of that record will need to be changed from ‘Non-Core – Surplus’, otherwise, it will not be possible to remove the record from the Register.

Similarly, if the user changes the ‘Core/Non-Core’ status of the record from ‘Non-Core – Surplus’ under the Holding heading, then the ‘Expiry Status’ of that record will automatically be changed to ‘No Longer Surplus’ under the Register heading.

If such a site is declared as ‘Non-Core – Surplus’ again in future, then it will need to be added to the Register again. This process is the same as before integration.

5.4 Change History

Each time a record is amended, the change is recorded and displayed at the bottom of the 'Holding Details' screen under the heading '**Change History**' – see below.

As well as the changes actually made, other information recorded includes the date the record was last changed and the user who made the changes.

e-PIMS Property (821357): 483 HARLESTONE ROAD - Windows Internet Explorer
Rateable Value (£)
VOA
Rateable Value Date
CV (NI Only) (£)
CV Date (NI Only)
Acquisition Date *
01/04/2004
Acquisition Date Approx
No
Purchase Price (£)
Register
Amend
Status
Within 40 working days
Title Polio No
Date Entered
15/04/2011
Calculated Expiry Date
10/06/2011
Comments
Just on Register
Prev Land Id
Expiry Status
Expiry Comments
Proposed Use After Sale
Not Set
Public Data Exempt
No
Contact
Change History
What Changed
When
By Whom
On the Register: From NOT on the Register to ON the Register. Date Entered: From Not Set to 15/04/2011. Date Expires: Not Set. Land Registry Title No: From Not Set to . Land Status: From Not Set to Within 40 working days. Land Expiry Status: From Not Set to Not on the Market. Comments: From Not Set to . Expiry Comments: From Not Set to .
15/04/2011 KH_OGC
Date Expires: From Not Set to 10/06/2011.
15/04/2011 KH_OGC
Proposed Use after Sale: From Not Set to Not Set.
15/04/2011 KH_OGC
Public Data Exempt: From Yes to No. Comments: From to Just on Register.
15/04/2011 KH_OGC
There is 0 previous version
Date 15/04/2011
End Date
Kick Hours
Quit Inspector
start

SECTION 6 – Migrated Records

6.1 Migration Process

As part of the integration process, we have migrated all existing Register records into e-PIMS.

Where the existing Register record matches an existing e-PIMS Property record, then a link has been created. Where no such match exists, then a new e-PIMS property record has been created.

The inclusion of the Legacy Land ID in the Register Filters is to assist users in finding those records that were on the Register before integration.

Whilst every care has been taken to ensure that this process has worked in all cases, it is not straightforward and users are advised to check a sample of those records that were on the Register before integration.

The HCA will be undertaking some work following the launch of the integrated Register to evaluate the process and may contact users during this period.

6.2 Assistance

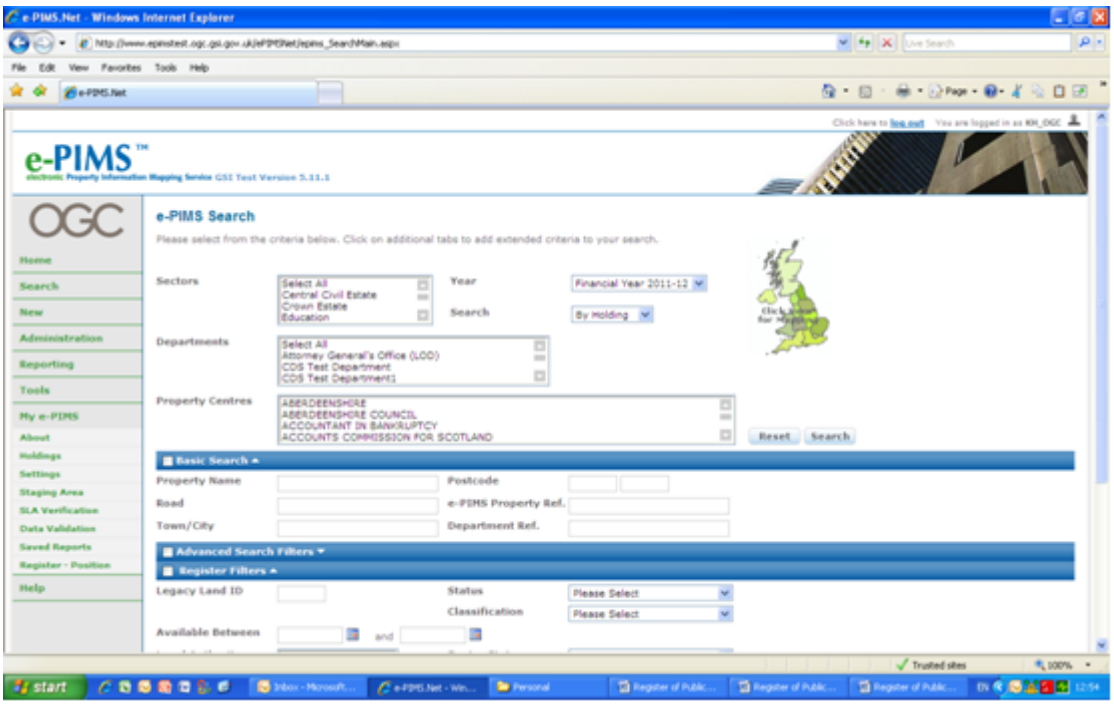
If users identify any issues with individual records, then they should contact either the e-PIMS Service Delivery Team via 0113 203 3818 or 0113 203 3815 or ePIMSservicedelivery@ogc.gsi.gov.uk or the HCA via TheRegister@hca.gsx.gov.uk.

SECTION 7 – Other Information

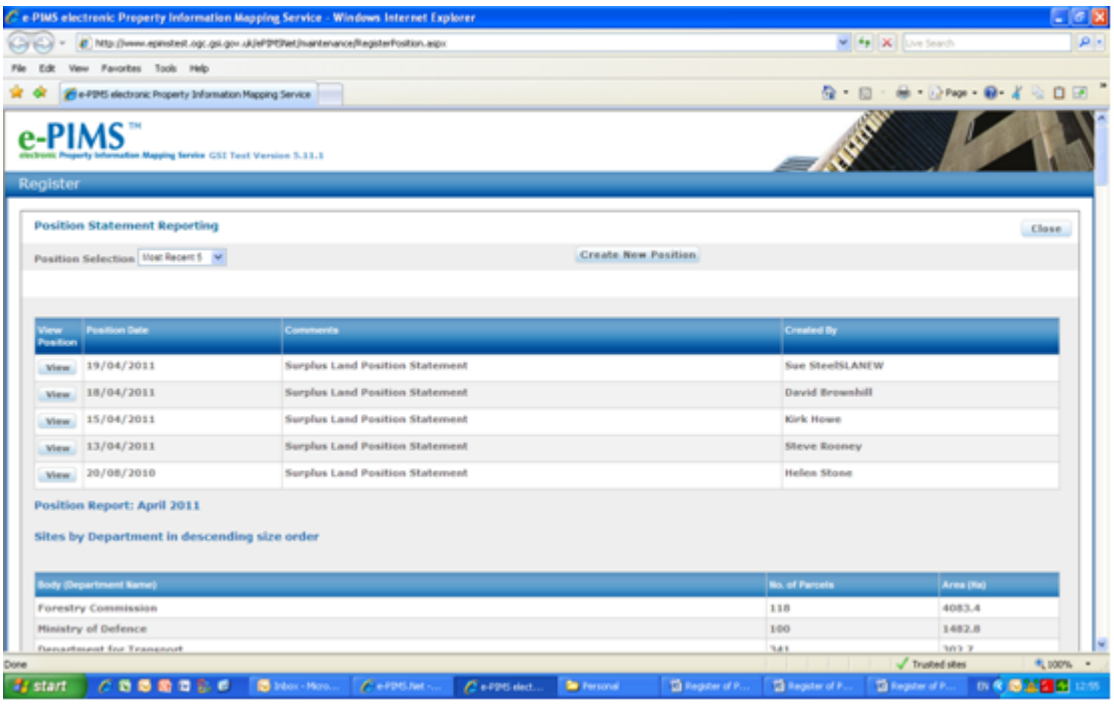
7.1 Register - Position Report

All Register users now have the ability to view and create a **Register – Position** report. It provides a summary of the amount of land and land & buildings that are recorded on the Register by a number of key metrics.

To do this, users need to click on the **My e-PIMS** button on the left hand navigation menu and select the **Register – Position** option as shown below.



On doing so, the following screen will appear:



The default option is that users are shown the most recent **Register – Position** report that has been created.

Users can also select other reports which are available from the drop-down list under the **Position Selection** button. The default option here is the **Most Recent 5** reports which are available to view on the screen or to print.

In addition, users can create a new **Register – Position** report that will be available to all users. This is done by clicking on the **Create New Position** button.

7.2 Email Notifications

Every 24 hours an automatic email is sent out containing information regarding all records that have been added to the Register in the previous 24 hours; only users on the 'Register Distribution List' will receive this email (see Appendix 2).

It is possible for Super Users (see Section 1 – Background) to view and maintain the contact list via the Central Contacts Database which is available under Tools in the ePIMS left hand navigation.

If you need to add, amend or remove contacts from the notification process, then you will need to contact the If users identify any issues with individual records, then they should contact either the e-PIMS Service Delivery Team via 0113 203 3818 or 0113 203 3815 or ePIMSservicedelivery@ogc.gsi.gov.uk.

7.3 Frequently Asked Questions

A number of FAQs have been pre-empted and are included at Appendix 3 with the answers.

SECTION 8 – Benefits for Users

8.1 All Information in One Place

As set out in Section 1, the key reasons for the integration of the Register into e-PIMS is to make it easier to search for and identify all types of land and property, including that declared surplus, and to enable users to analyse related data in a seamless environment. It will also make adding existing e-PIMS records to the Register easier.

Government departments and their sponsored bodies will have the capability to view all of their land and/or property in one place from the point of acquisition, during their operational phase and through to disposal.

Further announcements are expected that will reinforce the role of e-PIMS as an asset recording and strategic asset planning tool in the near future.

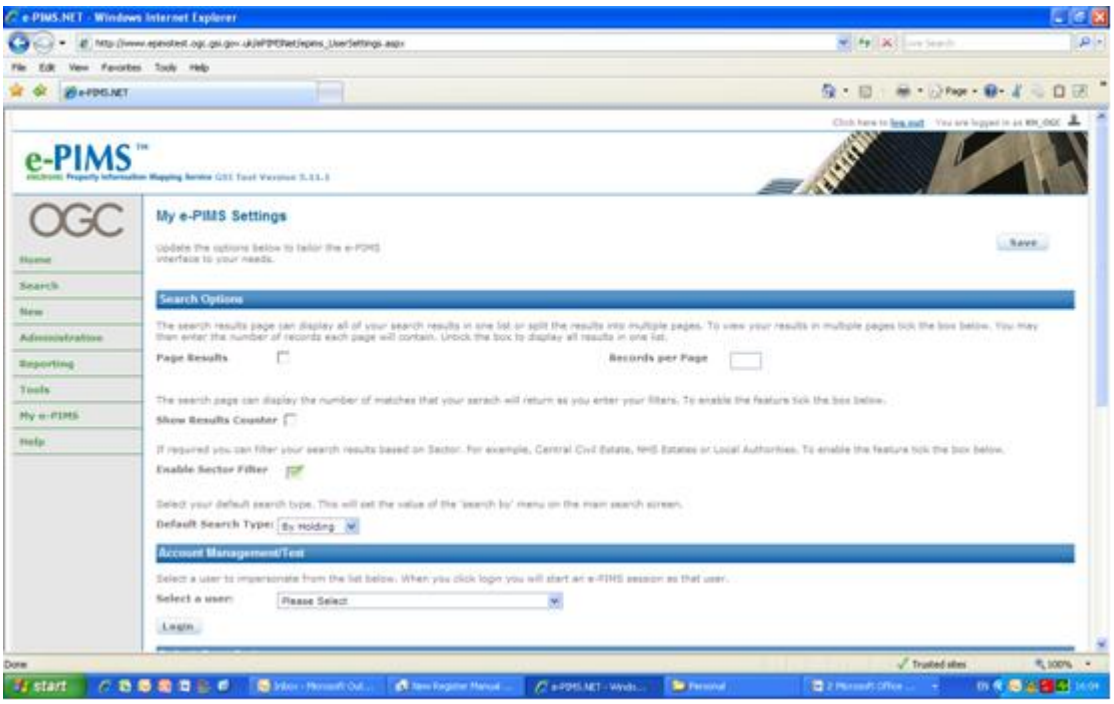
8.2 Viewing e-PIMS Property Records

The integration of the Register into e-PIMS means that Register users now have default access to e-PIMS.

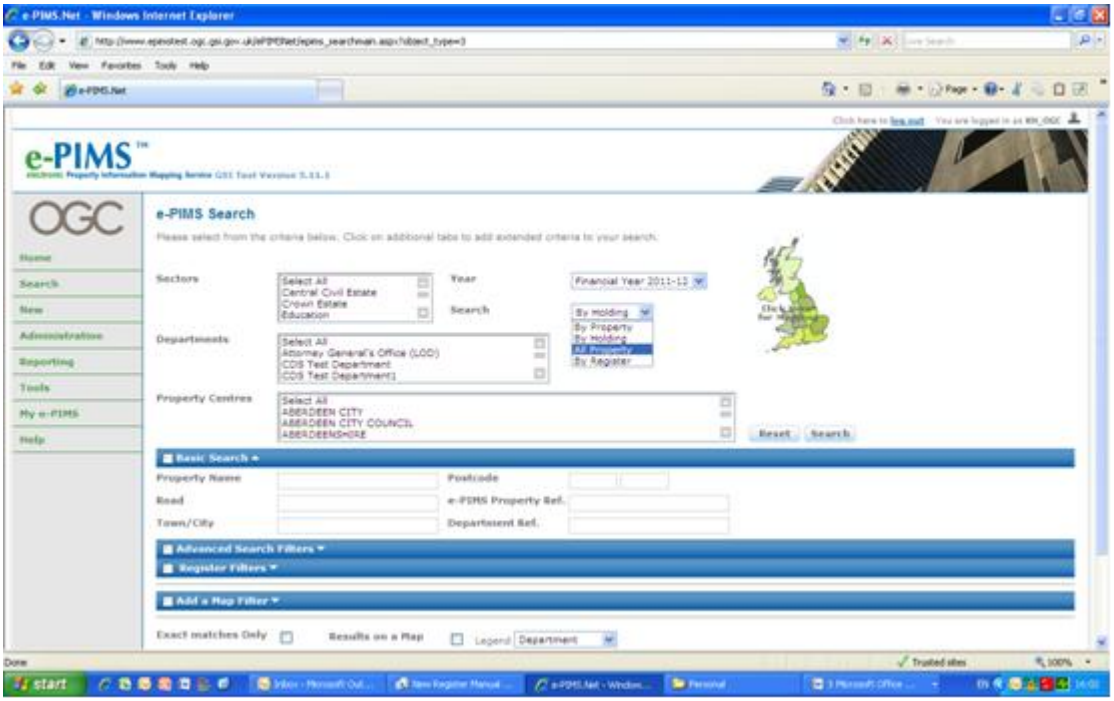
All Register users have high-level viewing rights to all non-sensitive records held on the system through e-PIMS Property Lite.

e-PIMS Property Lite is a parallel solution that was developed for the Welsh Assembly Government users to add and edit property records when they are not in a position to complete all mandatory fields in the full Property Inspector version of e-PIMS. It is also being used by a number of local authority groupings and their local public sector partners.

In order to be able to view the records for all sectors in e-PIMS Property Lite, users should first go to the '**My e-PIMS Settings**' screen and tick the '**Enable Sector**' button as shown below.



Having done this, to view e-PIMS Lite, users need to go to the e-PIMS Search screen and change the drop-down filter under 'Search' to '**All Property**' – see below.



A '**Property Search'** can then be carried out using one or a combination of the filters under any of the following:

- The basic search filters; and
- The advanced search filters.

Section 9.2 of the accompanying e-PIMS User Manual provides details about the basic property and advanced search capabilities. It also provides details

about how to ‘Add A Map Filter’. This will enable you to select the search geography from a selection of pre-built filters or to define one yourself.

Appendix 1 - Automated email notifications

After adding a new record, the following automatic email notification will be sent to the user or Register contact:

Dear [User/Register Contact]

You have added a new site(s) to the Register of Surplus Public Sector Land. It is recommended that, after the 40 working days expires, you update your site record to indicate on the market or under offer as appropriate. . The site will remain on the Register until you delete it as being no longer surplus or sold. (n.b. these updates can only be done after the 40 working days has expired).

You are reminded that, once the 40 working day period expires, your site will appear on a summary of Register sites that will be made available to the public under the Freedom of Information Act unless you have flagged your sites as being Public data exempt. These Public data exempt flags should only be used in exceptional circumstances and not as a general rule. Decisions to use sensitivity flags will need to be defended by the originating department/body and a valid reason provided.

If you have any queries regarding the above, please e-mail TheRegister@hca.gsx.gov.uk in the first instance.

The following e-PIMS references were created. Click on the hyperlink to display the land record.

Register Property/Holding: 1658/1
https://www.epimstest.ogc.gov.uk/epimsnet/InspectorLink.aspx?object=Holding&record_id=41700

Register Property/Holding: 1659/1
https://www.epimstest.ogc.gov.uk/epimsnet/InspectorLink.aspx?object=Holding&record_id=41701

Appendix 2 - All New Records Notification

Every 24 hours, those on the notification list will be sent an automatic email notification of all new records that have been input on to the system. An example is given below:

Dear [User]

A new site(s) has been added to the Register of Surplus Public Sector Land. Brief details of the site are outlined below.

The 40-working day period for expressions of interest begins from the date indicated below.

If you have any queries regarding this site, or require further information, please do not hesitate to e-mail TheRegister@hca.gsx.gov.uk

Click on the Land link to review in more detail the individual site using e-PIMS (user name and password required).

TheRegister@hca.gsx.gov.uk

http://www.homesandcommunities.co.uk

Register Property/Holding: 828232/3

Description:

Town: MARKET HARBOROUGH

County: LEICESTERSHIRE

Local Authority: Not Set

Area (Ha): 3.607

Originating Body: HMT - RESIDUAL ESTATE

Date added to Register: 10/05/2011

40 days expires: 06/07/2011

https://www.epimstest.ogc.gov.uk/epimsnet/InspectorLink.aspx?object=Register&record_id=41741

Appendix 3 - FAQs

Q1. Why can't I login into the Register homepage?

A1. The Register has been integrated into e-PIMS. Therefore, you will be automatically redirected to either the GSI or Internet version of the e-PIMS homepage.

If you are not redirected or account login does not work, then you should contact either the e-PIMS Service Delivery Team via 0113 203 3818 or 0113 203 3815 or ePIMSservicedelivery@ogc.gsi.gov.uk.

Q2. Why won't the login screen load when I try and access e-PIMS?

A2i. Ensure that the address is typed correctly.
A2ii. If you do not have access to the GSI network, then you will not be able to access the GSI version of e-PIMS only the internet version. Ensure that you are trying to access the correct version of the system.

Q3. Why can't I login?

A3i. Ensure you are registered.
A3ii. Is the caps lock on? The username field is not case sensitive, but the password field is.
A3iii. If you have copied and pasted the login details from your registration email, ensure that you DO NOT copy a space after the password as this will be denied. This is the most common cause of login failure.

Q5. Why doesn't the 'back' button in Internet explorer work when I use e-PIMS?

A5. Certain Microsoft security service packs disable the 'back' button from working, which may prevent it from being used on the Register.
A short-term solution to this problem is as follows:
→ Click 'Start' – 'Settings' – 'Control Panel' – 'Add or Remove Programs' – click 'Add/ Remove Windows components' on the left hand side – disable (untick) 'Internet Explorer Enhanced Security Configuration'

Q6. How do I add an existing e-PIMS record to the Register?

A6. You need to follow the process set out in Section 4.3 of the Register manual.

Q7. What do I do if I want to add a site to the Register and it is not on e-PIMS?

A7. First, you will need to create an e-PIMS record as set out in Section 4.2 of the Register manual.

Q8. What do I do if I have mistakenly added a site to the Register?

A8. You will need to contact either the e-PIMS Service Delivery Team via 0113 203 3818 or 0113 203 3815 or ePIMSservicedelivery@ogc.gsi.gov.uk.

Q9. How do I search for all records that have been on the Register?
A9. If you want to do a search for all sites that have ever been on The Register, then you need to do a **By Holding** search and multi-select all options under the Expiry Status field in **Register Filters**. You will need to also set the search to cover both current and historic records.

Q10. Who do I contact if have issues with the Register?
A10. If you have technical issues, then you should contact the e-PIMS Service Delivery Team via 0113 203 3818 or 0113 203 3815 or ePIMSservicedelivery@ogc.gsi.gov.uk. If you have questions about the Register process, then you should contact the HCA via TheRegister@hca.gsx.gov.uk.